RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

STUDENT HANDBOOK AND ACADEMIC CALENDAR 2021-22

RAJAGIRI ANTHEM

Rajagiri - Oh the Hill of the King
Reign you as the caring king
Reaching out to souls come seeking
Righteous way of true living

Be you the dream of searching minds
A beacon of light, with a vision to guide
Bold in the mission to excel ever
Bright in our learning ende'vour

Training to transcend the limits of time
Spreading its wings surpassing the space
Leading the way to Integrity
From bondage to spirit of freedom

(Critical outlook and creative act
Reflective poise for a committed cause
Fed by the fire of conviction
Achievement of glory in service)

Chorus:

And for us, Rajagirians, Rajagiri is...
Our way of life, our task, 'n tradition
A luminous star on the learning horizon
We cherish the way you nourish your own
And pledge ourselves to do you proud.

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

Rajagiri P.O, Kalamassery

Affiliated to Mahatma Gandhi University

STUDENT HANDBOOK

&

GUIDELINES

2021-2022

Email: admin@rajagiri.edu
Website: www.rajagiri.edu

VISION

To become a Centre par excellence of learning, unique in experience, value based in its approach, and pioneering in its efforts for enriching and fulfilling LIFE.

MISSION

To facilitate comprehensive and integrated development of individuals, imbued with righteousness and courage of conviction, to effectively function as social beings.

CATCH PHRASE

The spirit behind Rajagiri College can be caught in the catchphrase:

*"**Rajagiri, Relentlessly Towards Excellence**".*

Core Values (SMILE)

→ *Service*

→ *Mutual respect*

→ *Integrity*

→ *Learning*

→ *Excellence*
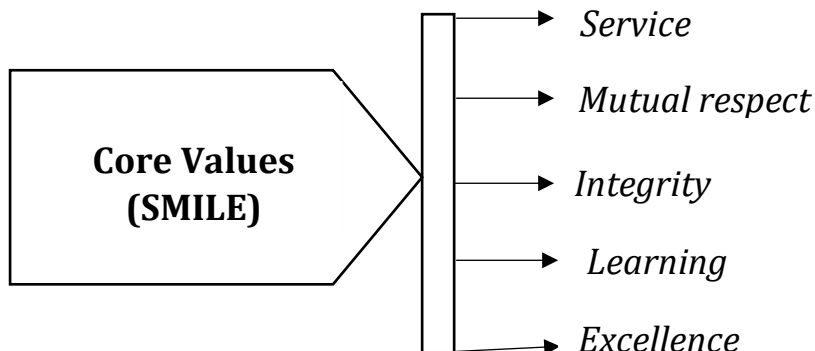
BOARD OF MANAGEMENT

SLNO	NAME	DESIGNATION
1	Fr. Benny Nalkara CMI	Provincial
2	Fr. Varghese Kachapilly CMI	Vicar Provincial, Evangelization & Pastoral Ministry
3	Fr. Paul Nedumchalil CMI	Councillor for Social Apostolate
4	Dr. Fr. Saju M.D CMI	Councillor for Education and Communication Media
5	Fr. Joy Kilikkunnel CMI	Councillor for Finance and Agriculture

ACADEMIC COUNCIL MEMBERS

SLNO	NAME	DESIGNATION
1	Dr.Binoy Joseph	Principal - Chairman
2	Dr.Fr.Saju MD	Member-Secretary, Dept. of Social Work,
3	Dr.Veeva Mathew	HOD - Business Administration
4	Dr. Manoj Menon	HOD – Human Resource Management
5	Dr.Fr.Joseph MK	HOD - Social Work
6	Dr. Baby M D	HOD- Library & Information Science
7	Dr. Bindiya M Varghese	HOD - Computer Science
8	Dr Joseph K X	HOD – Commerce
9	Dr.Fr.Varghese K Varghese	HOD – Psychology
10	Prof.Thomas Thiruthanathy	HOD – English
11	Dr. Joji Alex	Dept.of Business Administration

12	Dr.Manoj Mathew	Dept. of HRM
13	Dr.Kiran Thampi	Dept. of Social Work
14	Dr.Sr.Sunirose I P	Dept of Social Work
15	Dr. K Poulose Jacob	(Former Pro Vice Chancellor, CUSAT) Professor – Rajagiri School of Engineering & Technology
16	Dr. Sam Thomas	Professor, School of Management, CUSAT
17	Dr.Surinder Jaswal,	Professor, Dean & Dy. Director (Research), Tata Institute of Social Sciences
18	Dr. Seena M. Mathai	HOD – Dept of Psychology U C College, Aluva
19	Dr.P.Sanal Mohan	Professor – School of Social Sciences M.G. University, M.G.University Nominee
20	Dr. P.S.Sukumaran	Professor School of Behavioural Sciences M.G. University M.G.Unversity Nominee
21	Dr.Johny Johnson	Professor School of Management & Business Studies M.G. University, M.G.University Nominee

GOVERNING BODY MEMBERS

SL.NO.	NAME	DESIGNATION
1	Rev.Fr.Benny Nalkara CMI	Chairman
2	Dr.Fr.Jose Kuriedath CMI	Director RCSS Member
3	Dr.Fr.Saju M D CMI	Associate Director Member
4	Dr. Binoy Joseph	Principal & Ex Officio Secretary
5	Dr.Fr.Joseph M K CMI	HOD,Social Work Member
6	Fr.Shinto Joseph CMI	Asst.Director –RCSS Member
7	Dr.C.V.Ananda Bose IAS (Rtd.)	10A,Kasturba Gandhi Marg,(KG Marg) New Delhi Member

8	Dr.Nanthyath Gopalakrishnan	Principal Pazhassi Raja N S S College , Mattannur, UGC Nominee
9	Dr.R K Suresh Kumar	Janaka Hospital Road Sasthamangalam, Govt. Nominee
10	Dr.J.G.Ray	Professor School of Bio -Sciences MG University MG University Nominee
11	Dr.Manoj Mathew	Controller of Examinations- RCSS Member
12	Dr. Veeva Mathew	HOD Business Administration Member

Table of Contents

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (Autonomous)

Rajagiri College of Social Sciences (Autonomous), (RCSS) is the eldest child of Vidyapeetham. It is located on two picturesque campuses- the Hill Campus at Kalamassery and the Valley campus at Kakkanad in Kochi, in Kerala. **RAJAGIRI** literally means *"The hill of the King"* and derivatively it refers to the hillock, where Jesus Christ is accepted as the King or the Model, as the human embodiment of the virtues of love, truth and justice.

RCSS is the fruit of the vision that propelled CMIs of the Sacred Heart Province, Kochi, to establish a center of excellence in the field of higher education and a standard bearer of holistic learning in India, which would provide training for future leaders in the fields of both social and industrial development. The specific purpose is to facilitate the growth of individuals into people who can combine the efficiency and exactness of Social Sciences and Management Sciences with the social commitment.

Rajagiri has made its *maxim "Nothing short of perfection, excellence the Benchmark"*. RAJAGIRI strives for excellence in knowledge and application, both in the fields of Social Sciences and Management Studies. "Learn, Serve, Excel": with this threefold formula, Rajagiri has taken upon itself the task of the formation of those who **EXCEL**, who are equipped to **SERVE** the rapidly changing world by means of what they study and **LEARN** here, making their lives an ever continuing process of learning. In the five decades of its existence, since its seminal origin in 1955, RCSS has emerged as the premier institution imparting training in Management and Social Sciences in the state, and has carved a niche for itself in this highly competitive era.

Milestones of the College

1955	-	Beginning of the College was the Department of Social Work at Sacred Heart College, Thevara, a long cherished dream of Rev. Fr. Francis Sales CMI, the Founder- Director. The course then offered was a one-year Diploma in Social Service (D.S.S.), affiliated to the University of Madras.
1961	-	Department started a two year Master's Degree in Social Work (MSW) with specialization in Personnel Management, Industrial Relations and Labour Welfare and was affiliated to the University of Kerala.
1967	-	The Post-Graduate Department of Social Work had shifted from Sacred Heart College, Thevara, to Rajagiri campus, Kalamassery, as an *off- campus study centre* of the SH college. It was functioning under the name Post Graduate Institute of Social Work.
1980	-	The status of an Independent College affiliated to the University of Kerala was granted and the College was named as "Rajagiri College of Social Sciences".

1984	-	The separation of the Personnel Management specialization into a full-fledged Post Graduate Programme titled MA (PM & IR).
1988	-	The College was recognized as a Centre for Doctoral Research for Social Work, Sociology and Allied Social Sciences, under M.G. University, Kottayam, Kerala.
1993	-	College was recognized as a Centre for Doctoral Research for Management Studies
1995	-	The Master of Business Administration (MBA) programme was commenced with affiliation to the Mahatma Gandhi University.
2001	-	Commencement of the three year Post graduate Computer Application Programme (MCA).
		The Management programme MA (PM & IR) was revamped and transformed into MHRM. Along with MBA, the MHRM programme was shifted to the new campus at Kakkanad named Valley Campus.
2002	-	Commencement of Bachelor of Social Work programme (BSW)
2004	-	AICTE awarded its approval for the intake of an additional batch of sixty students for the MBA program bringing the total strength to 120
2005	-	Commencement of Bachelor of Library and Information Sciences programme (BLIsc)
2008	-	Commencement of Post Graduate Diploma in Management programme. (PGDM)
2009	-	The MBA, MHRM and PGDM programmes offered in the Valley campus at Kakkanad were brought under the umbrella of Rajagiri Centre for Business Studies
2013	-	The Government of Kerala sanctioned an additional batch of Aided MSW Programme with a strength of 25 nos.
2014	-	College has been granted Academic Autonomous Status by University Grants Commission Commencement of Master of Library and Information Science programme (MLISc)
2015	-	Commencement of Master of Philosophy in Social Work(MPhil) and Bachelor of Commerce (BCom) Model I- Computer Applications and Model II- Finance and Taxation programmes.
		MBA and PGDM programmes under the umbrella of *'Rajagiri Centre for Business Studies'* have been provisionally accredited by the National Board of Accreditation (NBA) for two years from 1-7-2015 onwards.

Commencement of Bachelor of Psychology (BSc.Psy), Bachelor of Business Administration (BBA), Master of Psychology (MSc.Psy) and Bachelor of Commerce (B.Com) Model I- Finance and Taxation Programme.

2016 - College has been declared as *College with Potential for Excellence in Education* (from 01/04/2016 to 31/03/2021) by UGC during XII Plan period and was granted Rs. 1.2 crore for achieving high quality teaching and research, harnessing human and physical resources in innovative ways.

2019 - The College was selected for **funding under RUSA scheme** and is funded with Rs. 2.5 crores out of the total corpus of Rs. 5 crores.

Commencement of Two-year Master's Degree Programme in Computer Science MSc Computer Science (Data Analytics)

2020 - Started a new PG programme (MLISc) of 2 year duration incorporating new trends in the field of library education replacing the existing BLISc and MLISc programmes

2021 - Commencement of new P G Programme M.Sc Statistics (Data Science)

INSTITUTIONAL ACCREDITATIONS

Autonomous Status

Rajagiri College of Social Sciences has been conferred with Autonomous Status by University Grants Commission, New Delhi with effect from June 13, 2014 for a period of six years with effect from the academic year 2014-15 to 2019 – 2020. It is been extended for a period of ten years from the academic year 2020-2021 to 2029-2030.

Accreditations by NAAC

- First Cycle (2000)   - Five Star
- Second Cycle (2007)   - A+
- Third Cycle(2013)   - A Grade with 3.70 out of 4
- Third Cycle Extension(2018)   - A Grade with 3.70 out of 4 up to March 2020
- Fourth Cycle (2021)   - A++ Grade with 3.83 out of 4 up to March 2028

All India Council for Technical Education (AICTE)

MCA and MBA programmes at Rajagiri are approved by AICTE (All India Council for Technical Education).

The Accreditation Council for Business Schools and Programs (ACBSP)

The MBA, MHRM programs at Rajagiri are candidates for ACBSP accreditation, which is a leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

INSTITUTIONAL RANKINGS

National Institutional Ranking Framework (NIRF) - India Rankings
- 2021- Ranked 31st in College Category
- 2020- Ranked 28th in College Category
- 2019- Ranked 35th in College Category
- 2018- Ranked 43rd in College Category

Indian Quality Assurance Award 2020-21
Rajagiri College of Social Sciences has secured "Indian Quality Assurance Award 2020-21" jointly constituted by Indian Quality Assurance Council and Indian Society for Training & Development.

Rashtriya Uchatar Siksha Abhiyan scheme (RUSA)
Rajagiri College of Social Sciences was selected for funding under RUSA on February 12, 2019

College with Potential for Excellence

Rajagiri College of Social Sciences was listed by UGC as Centre with Potential for Excellence in Education (1/4/2016 to 31/03/2021)

Swachhta Award

Rajagiri College of Social Sciences (Autonomous) has been ranked the second cleanest higher educational institution in the country in the Swachh Campus Ranking 2019 conducted by the Ministry of Human Resource Development as part of the Swachh Bharat Mission of the Government of India

AICTE-Utkrisht Sansthan Vishwakarma Award 2020

Rajagiri College of Social Sciences (Autonomous) has been awarded with Third Position for its significant contributions in the Category-Awareness Programme Conducted for nearby locality against the spread of COVID-19 across India.

Education World India Higher Education Rankings 2020 -21

Rajagiri College of Social Sciences is ranked Seventh in the country and First in the State in India's Top Ranked Private Autonomous Colleges.

India Today –Best Social work Colleges in India

- 2020- India Today ranked the Department of Social Work as the 2nd Best Social Work College in India.
- 2018 & 2019- India Today ranked the Department of Social Work as the 3rd Best Social Work College in India.

AICTE CII Survey

- Rated Platinum-MCA 2020
- Rated Platinum-MCA 2019
- Rated Platinum-MCA 2018
- Rated Platinum-MBA 2018
- Rated Platinum-MCA 2017

Global Human Resource development Centre (GHRDC) 2020

- Rajagiri College of Social Sciences has been awarded with Education Excellence Award 2020 for its Consistent Performance in BBA Education.
- Third in Overall Ranking of Top BBA College in India

OUTLOOK- India's top Professional Colleges ranking 2020

- MSW – Ranked Second Best in India and First in Kerala
- BBA   – Ranked 20th Best in India and First in Kerala
- B.Com - Ranked 40th Best in India and 3rd in Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Name	Designation
Dr. Binoy Joseph (Chair)	Principal
Dr.Sr.Lizy P.J **(Convenor)**	IQAC Coordinator
Dr. Bindiya M Varghese	Additional Coordinator,IQAC & Dean,Computer Science
Management Representatives	
Dr. Fr. Jose Kuriedath CMI	Director
Dr.Fr. Saju M D CMI	Associate Director
Fr. Shinto Joseph CMI	Assistant Director, Hill Campus
Fr.Francis Sebastian CMI	Assistant Director, Valley campus
Faculty Members	
Dr. Fr.Varghese K. Varghese	Dean, Rajagiri School of Behavioural Science & Research
Dr.Fr.Joseph M.K.	Head, Social Work
Dr. Manoj Menon	Head, Personnel management
Dr.M.D.Baby	Dean, Lib.& Information Sciences
Dr.K.X.Joseph	Dean, School of Commerce
Dr.Thomas Thiruthanathy	Head, School of Languages
Dr.Manoj Mathew	Controller of Examinations (COE)
Dr. Veeva Mathew	Admission Coordinator, Head, Business Administration
Dr.Joji Alex	Head,Doctoral Programmes-Management
Dr.Minimol M C	Dean, Research, Valley campus
Dr.Kiran Thampi	Coordinator of Office of International Relations and Alumni Engagement
Ms.Ann Baby	Green Campus & Gender Equity Cell Coordinator
Ms.Jaya Vijayan	Dean, Student Affairs
Mr.Shiju Thomas	System Governance
Mr.Sreejith R	Website in-charge
Senior Administrative Officers	
Mr. Antony Puliparambil	Manager, Accounts
Mr.Johnson P V	Asst,Mgr ,Accounts
Ms.Susan Mathew	Librarian, Hill Campus
Mr.Francis A.J.	Librarian, Valley Campus
Mr. Tony M.J.	Lab Administrator
Alumni Representatives	
Ms.Meena Kuruvilla	Project Director, Rajagiri out Reach

Ms. P Nalini	Principal Counsellor, Family court, Irinjalakuda
Ms. Deepthi Tharakan	Edu Omania Overseas Education
Ms.Priya Don	Librarian, Bhavans Group of Institutions
Student Representatives	
Mr. Dixon Lal Thomas	PG- Male
Ms. Mariam Thomas Oommen	PG- Female
Ms.Neha Sunil	Research Scholar
One/two nominees from Employers /Industrialists/stakeholders	
Mr. Saji V Mathew	Chief Manager HR- IR, Sud Chemie
Mr. A K Subash	AGM-HR, Cochin Shipyard Ltd
Ms.Rajashree	Head HR,TCS
Local Representatives	
Mr.K.A.Ramesh	President, Keezhmadu Panchayat President

Internal Quality Assurance Cell of the college was established during September 2003, with the primary aim of developing a system for conscious, consistent and catalytic action to improve the academic administrative performance of the institution. An office space is set apart for the functioning of IQAC in the hill campus of the college with a display board on the door.

The Cell also incorporates other experts and faculty members as and when necessary. As a norm, the college has dedicated all quality enhancing discussions of the regular staff council and College Advisory meetings as the domain of IQAC. Besides, IQAC has been entrusted with the task of periodical convening of all concerned committees for quality assurance for regular monitoring of their activities in tune with the set goals and the vision and mission of the college.

OFFICE OF INTERNATIONAL RELATIONS

International Tie ups and collaborations

'Internationalisation' has been a catch word for RCSS since inception and 2019 marks as the 20th year of official collaborations. Establishing vibrant academic tie-ups with leading universities all over the world has not only served to give students an international exposure, but also facilitated in sharing resources for faculty training, curriculum development, research, and consultancy.

Faculty-Student Exchange

RCSS currently has 62 active MOU agreements with Universities across the globe and hosts an average of 100 students every year from the partner Universities in different disciplines for semester abroad, short term programmes, as well as faculty led study courses. 60% of the students in advanced Post Graduate Program in Social Work do their field placement in our partner universities abroad. Rajagiri is also a patrner institution for Study In India program (SII), Govt of india through which we host international students in various programmes. Regular Faculty exchanges occur between Rajagiri and partner Universities for teaching courses, joint publications, collaborative researches, participation in International conferences & summer schools etc. we also have student groups going to international university for attending theme based courses from other disciplines also.

Types of International Associations

RCSS is keen in hosting and supporting inbound and outbound mobility programmes from International partners and the Office of International Relations in both the campuses take efforts in customizing the mobility programmes. The objective of the office is to improve and increase the global awareness of the students and faculty members through exchanges, trainings, collaborations, twinning programmes, visits and guest lecturers in India and abroad. The goal is not only to maintain world standards but to exceed and set the standards for Professional Education and Training in an increasingly globalising world.

Very often professors from RCSS are invited to take either full courses or sessions in partnering universities. RCSS is also active in funded collaborative researches with the partnering universities. RCSS is also the consortium partner of nine universities which organises International Summer University in Social Work (ISUSW) every year from 2012 onwards and has hosted the same in 2019. International Conferences are regularly organised by various departments in Rajagiri. Rajagiri organises RISS (Rajagiri International Summer School) every year on selected theme, where students and faculty members from different international universities participate. Rajagiri College is also a member of IASSW (International Association of Schools of Social Work) which is the worldwide association of schools of social work, other tertiary-level social work educational programmes, and social work educators.

Centre for Doctoral Research

The College is a recognized Center for Doctoral Research under Mahatma Gandhi University, Kottayam to facilitate Research in Social Work, Sociology and allied Social Sciences (Ac.A II-1/504/87. dt.6-5-1988) and for Management Studies (Ac.A II-3/1175/92. dt.30.11.1993). The centre provides various facilities to scholars such as rooms with computer, internet facility, intercom and storage facility, library and computer centre access.

28 Research scholars are undergoing Ph.D in different disciplines. Regular Bi-annual meetings of the scholars are conducted by the Centre.

List of Approved Guides under MG University:			
1	Sr. Lizy P J, Ph.D	-	Social Work
2	Fr. Saju M.D, Ph.D	-	Social Work
3	Fr. Joseph M. K.,PhD	-	Social Work
4	Anish K. R.,PhD	-	Social Work
5	Sr. Sunirose, Ph.D	-	Social Work
6	Kiran Thampi, Ph.D	-	Social Work
7	Celine Sunny, Ph.D	-	Social Sciences
8	Joji Alex, Ph.D	-	Management
9	Rakesh Krishnan, Ph.D	-	Management
10	Veeva Mathew,PhD	-	Management

HILL CAMPUS, KALAMASSERY

ACADEMIC UNITS

➢ **Department of Social Work**

➢ **Department of Computer Science**

➢ **Department of Library and Information Science**

➢ **Department of Commerce and Professional Studies**

➢ **Department of Psychology**

➢ **Department of Languages**

➢ **Department of Statistics**

DEPARTMENT OF SOCIAL WORK

Academic Programmes:

1. **Ph.D. in Social Work - full time and part time under M.G.University, Kottayam**
2. **MSW (Master of Social Work) - 2 Aided Batches. – 2 Year (Four semesters) Programme.**
3. **PGDCSW (Post Graduate Diploma in Clinical Social Work and Counselling Practice) – 1 Year (Two semesters) Aided programme**
4. **BSW (Bachelor of Social Work) -3 Year (Six semesters) Programme.**

FACULTY MEMBERS

Dr. Fr. Saju M.D. CMI	-	Assistant Professor, Associate Director & Vice Principal
Fr. Shinto Joseph CMI	-	Asst. Director and Assistant Professor
Dr. Fr. M. K. Joseph CMI	**-**	**Associate Professor & HOD**
Dr. Anish K.R	-	Assistant Professor
Dr. Kiran Thampi	-	Assistant Professor
Dr. Sr. Sunirose I.P.	-	Assistant Professor
Dr. Rajeev S.P.	-	Assistant Professor (SFS)
Ms.Abshana Jamal	-	Assistant Professor (SFS)
Dr. Nycil Romis Thomas	-	Assistant Professor (SFS)
Dr. Giji George	-	Assistant Professor (SFS)
Dr. Anil John	-	Assistant Professor (SFS)
Sr. Bincy C C SABS	-	Assistant Professor (SFS)

DEPARTMENT OF COMPUTER SCIENCE

Academic programmes

1. **Master of Computer Applications (MCA) -2 Year (Four Semesters) Programme**
2. **MSc Computer Science (Data Analytics) – 2 Year (Four Semesters) Programme**

FACULTY MEMBERS

Dr. Bindiya M. Varghese	**-**	**Associate Professor and Dean**
Mr. George Joseph	-	Assistant Professor
Dr. Jaya Vijayan	-	Assistant Professor
Dr. Ann Baby	-	Assistant Professor
Ms. Sunu Mary Abraham	-	Assistant Professor
Mr. Shiju Thomas M.Y	-	Assistant Professor
Mr. Sabeen Govind	-	Assistant Professor

Dr. Keerthi A S   -   Assistant Professor

Mr.Diljith K Benny   -   Assistant Professor

Fr. Angelo Baby CMI   -   Assistant Professor

DEPARTMENT OF LIBRARY & INFORMATION SCIENCES

Academic Programme:

1. **Master of Library and Information Science (M.Lib.I.Sc) – 2 Year (Four Semesters) Programme**

FACULTY MEMBERS

Dr. A.T.Francis	**-**	**Professor and HOD**
Dr. Susan Mathew K	-	Professor
Dr. Joshy George	-	Associate Professor
Ms. Neethu Mohanan	-	Assistant Professor
Ms. Neetha Devan	-	Assistant Professor
Dr. Joseph I Thomas	-	Assistant Professor
Dr.B.Elango I	-	Assistant Professor

DEPARTMENT OF COMMERCE AND PROFESSIONAL STUDIES

Academic Programmes:

1. **B.Com (Bachelor of Commerce) - Model I - Computer Applications – 3 Year (six semester) Programme**
   - B.Com Model I: Computer Application with Business Analytics (Finance).

2. **B.Com (Bachelor of Commerce) - Model I - Finance & Taxation -3 Year (six semester) Programme**
   - B.Com Model I Finance and Taxation with Chartered Accountancy (CA)
   - B.Com Model I Finance and Taxation with Cost and Management Accountancy (CMA - India)

3. **B.Com (Bachelor of Commerce) - Model II - Finance & Taxation-3 Year (six semesters) Programme**
   - B.Com Model II: Finance & Taxation Integrated with ACCA – Association of Chartered Certified Accountants (UK)

4. BBA (Bachelor of Business Administration) - 3 Year (six semesters) Programme

FACULTY MEMBERS

Dr. K.X. Joseph	-	**Professor & Dean**
Mr. PTC Titus	-	Professor
Ms. Rani K.A	-	Professor
Mr.Tomy Thomas	-	Professor
Fr. Rintle Mathew CMI	-	Assistant Professor
Ms. Riya Mary	-	Assistant Professor
Mr. Varghese Joy	-	Assistant Professor
Mr. Mahesh K.M.	-	Assistant Professor
Mr. Jijo Joy	-	Assistant Professor
Mr. Vineeth U. V.	-	Assistant Professor
Mr. Vishnu N. S.	-	Assistant Professor
Ms. Dayana Lalan	-	Assistant Professor
Ms. Aswini Asokan	-	Assistant Professor
Dr. Sangeetha K. L.	-	Assistant Professor
Dr. Ayana Johny	-	Assistant Professor
Mr. Ebin Babu P.	-	Assistant Professor
Ms. Maria Pynadath	-	Assistant Professor
Ms.Alice P	-	Assistant Professor
Mr.Nebu Cherian P	-	Assistant Professor
Mr.Amal Baby	-	Assistant Professor
Mr.Roshan Ravi	-	Assistant Professor
CA Rajiv Rabindran	-	Assistant Professor
Dr.R.Bharati Rajan	-	Assistant Professor
CA Litty James	-	Assistant Professor
CA Dhanush P	-	Assistant Professor
Mr. Bitto Benny	-	Assistant Professor
CMA Treesa Shilpha	-	Assistant Professor
Ms. Swetha Ann Thomas	-	Teacher Trainee
Ms.Preethy Nagaraj	-	Assistant Professor

DEPARTMENT OF PSYCHOLOGY

Academic Programmes:

1. B. Sc Psychology – 3 Year (Six semesters) Programme
2. M. Sc Clinical Psychology -2 Year (Four semesters) Programme

FACULTY MEMBERS

Fr. Dr. Varghese K. Varghese	-	**Professor and Dean**
Dr. Jessy Fenn	-	Assistant Professor
Ms. Divya Prabha K.	-	Assistant Professor
Mr. Noble Chacko C.X.	-	Assistant Professor
Dr.Payaloor Benyne Jos	-	Assistant Professor
Dr. Lijo K.J	-	Assistant Professor
Ms.Christina Mariam Chacko	-	Assistant Professor

DEPARTMENT OF LANGUAGES

The Department of Languages offers English, French, Hindi and Malayalam

FACULTY MEMBERS

Mr. Thomas Thiruthanathy	-	**Professor & HOD**
Ms. Shoma Elizabeth	-	Assistant Professor
Ms. Glinshia C X	-	Assistant Professor
Mr. Gokul M Nair	-	Assistant Professor
Mr. Allen Antony	-	Assistant Professor
Ms. Aishwarya Paulson	-	Assistant Professor
Ms. Tanika Rajeswari V	-	Assistant Professor
Mr. Ajay Kurian	-	Assistant Professor
Mr. Midhun Murali	-	Assistant Professor

DEPARTMENT OF STATISTICS

Academic Programmes:

1. M. Sc Statistics (Data Science)– 2 Year (Four semesters) Aided Programme

FACULTY MEMBERS

Dr. Bennet Jose	-	Assistant Professor
Mr. Dev Anand K	-	Assistant Professor

DEPARTMENT OF BIOSCIENCES

Department of Biosciences is a multidisciplinary research department that aims to uplift the life of poor people and rural farmers through modern scientific research and extension activities. It encompasses major domains of bio-social sciences research. Research areas include Plant Biotechnology, Genome Editing, Ethnopharmacology, Phytochemistry, Mushroom cultivation, Microbiology and Probiotic research, Training and extension activities. Improving crop plants and helping the rural farmers for sustainable agriculture through modern biotechnological research, tissue culture of medicinal plants and herbal drug research for the well-being of common people, edible and medicinal mushroom cultivation etc …

FACULTY MEMBERS

Dr.S.Antony Ceasar	-	Senior Scientist
Dr. B Ramesh	-	Professor
Dr. N M Krishnakumar	-	Scientist B

FACILITIES AT HILL CAMPUS, KALAMASSERY

LIBRARY
Fr.Moses library has a large collections of books, national-international journals, magazines, and periodicals, PhD Thesis, Dissertations, Project Reports, Annual Reports, Conference Proceedings, and News Documentations etc. Also well equipped with online databases like Scopus, Science Direct Elsevier, Turnitin,NLIST-INFLIBNET, DELNET, EBSCO, J-Gate, ACM, Sage Online, Pearson e-books collections, etc. Library also has a good digital repository system, D-Space.

THE FINANCE MUSEUM
The Rajagiri Finance Museum is a novel attempt to exhibit the trade and commerce traditions of India and Kerala from the 3rd century to the 20th century. The Museum includes a fabulous collection of coins, from the time of Magadha when Chanakya spoke about Arthashasthra, coins associated with the era of Christ, ancient Grece, ancient Chera, Chola and Pandya Dynasties, Cochin State, Travancore State and coins of British India, which were in common circulation during the past in the Deccan. The museum includes artefacts and documents related to finance, measurements, slavery, trade and commerce. There are Writing Instruments and Ink Wells (Pots) too.

COMPUTER CENTRE
There are six fully air-conditioned state of the art computer labs (Central Computing Lab, Chavara Lab, Psychology Computer Lab, Digital Library Lab, Carmel Lab 1 and Carmel Lab 2) with 313 systems, 6 HP Servers, one IBM Server, one Lenovo server and labs are interconnected via optical fiber. The lab is also connected to the worldwide web through a high speed 300 Mbps Leased Line Internet connection (RailTel) with unlimited accessibility. The other assets include Laser Printers, Scanners, LCD projectors etc.

SMART CLASSROOMS
20 classrooms, one auditorium and one board room is equipped with smart interactive panels.

HARDWARE LAB
Exclusively for MCA students to provide an in-depth knowledge in network administration, security and hardware maintenance etc

BIO-SCIENCES LAB
Biosciences lab is started with a view to promote multi-disciplinary research work, launch need-based projects with the support of various funding agencies, develop and patent innovative products, processes and technologies having contemporary social relevance, conduct experimentations, observations and evaluations relating to science and technology;

to impart participatory training programmes, related to Life Sciences and develop and popularise Value-added products having nutritional, therapeutic and cosmetic applications.

PSYCHOLOGY LAB

Psychology department has three Psychology labs- one for the UG students and two for the PG students. The practicals held at these labs are a core component of the teaching and learning of Psychology. The lab has about 130 tests. The UG lab has a seating capacity of 50 (experimenter+ subject) and the PG lab has 25 seating capacity.

GYAN PRAYAG

'Gyan' refers to knowledge and 'Prayag' is the meeting place of holy Rivers the Yamuna and the Ganges. Thus 'Gyan Prayag' is the Confluence of Knowledge to create a world of innovations that enhances opportunities. GYAN PRAYAG handholds the students and alumni with innovative ideas, to develop into fully seasoned entrepreneurs with ample facilities to kick start their creative ideas.

RCSS has always promoted entrepreneurship and capacity development through its curriculum and field action projects. Understanding the need of the hour and the role of incubation centres in the nation building, RCSS has planned and setup a new state-of-the-art incubation centre. The centre aims at cultivating entrepreneurship attitude in the minds of students and alumni, supply them with adequate resources for the development of an enterprise and fuel them with wisdom to face the market demands. The centre also aims at developing social entrepreneurship and innovating techniques that can solve social problems.

AUDITORIUM AND SEMINAR HALLS

- Golden Aureole Auditorium
- Alex Hall
- Chavara Hall
- Carmel Hall
- Esperenzza
- Board Room I
- Boardroom II
- Darsanam (Meditation Centre)
- Examination Halls
- Group Discussion Centre
- Group Learning Centre

- **Other Facilities**

- Amigo -1 and Amigo -II
- Sick Room
- Gymnasiums

- College Dining Hall
- Facility Centre
- Lift Facility
- Parking Facility
- College Hostels
- Guest Rooms
- Printing Press
- Rajagiri Tots Care and Playschool
- Bank & ATM
- Post Office

VALLEY CAMPUS, KAKKANAD

ACADEMIC UNITS

➢ **Department of Business Administration**

➢ **Department of Personnel Management**

DEPARTMENT OF BUSINESS ADMINISTRATION

Academic Programme:

1. **Master of Business Administration (MBA) with specialization in Financial Management, Marketing Management, Production and Operations Management and Business Analytics - 2 Year (Four Semesters) Programme. 2 Batches; 1 Batch – Aided Programme**

FACULTY MEMBERS

Dr. Veeva Mathew	-	**Associate Professor & HOD**
Dr. Joji Alex N	-	Associate Professor
Dr. Simon Jacob C	-	Assistant Professor
Mr. Harish B	-	Assistant Professor
Mr. Saji George	-	Assistant Professor
Mr. Aby K Abraham FPM	-	Professor (SFS)
Dr. Bejoy John Thomas	-	Professor (SFS)
Dr. P Balakrishnan Menon	-	Associate Professor (SFS)
Dr. Imran Ahmed Khan	-	Associate Professor (SFS)
Dr. Minimol M.C.	-	Associate Professor (SFS)
Mr. Shirley Rita Luiz	-	Associate Professor (SFS)
Dr. Smitha Siji	-	Associate Professor (SFS)
Mr. Ajay Lunawat FCA	-	Assistant Professor (SFS)
Dr. Anto Joseph	-	Assistant Professor (SFS)
Dr. Anu Antony	-	Assistant Professor (SFS)
Dr. Susan Mathew	-	Assistant Professor (SFS)
Dr. Jayasri Indiran	-	Assistant Professor (SFS)
Dr. Padmanabhan NS	-	Assistant Professor (SFS)
Mr. Arun George	-	Assistant Professor (SFS)
Mr. Deepak Babu	-	Assistant Professor (SFS)
Mr. Siby Jose	-	Assistant Professor (SFS)
Mr. Sreejith R	-	Assistant Professor (SFS)
Mr. Pramodh U Korula	-	Assistant Professor (SFS)
Mr. Salim P	-	Assistant Professor (SFS)

DEPARTMENT OF PERSONNEL MANAGEMENT

Academic Programmes:

1. **Ph.D in Management – full time and part time under M.G.University, Kottayam**

2. **Master of Arts in Human Resource Management –MA (HRM) - 2 Year (Four semesters) Aided Programme.**

FACULTY MEMBERS

Dr.Binoy Joseph	-	**Principal & Associate Professor**
Dr.Manoj Menon	-	**Assistant Professor & HOD**
Dr.Manoj Mathew	-	Associate Professor, Controller of Examinations
Dr. Shelly Jose	-	Associate Professor
Fr.Reginold John CMI	-	Assistant Professor (SFS)

FACILITIES AT VALLEY CAMPUS, KAKKANAD

CLASSROOMS

The classrooms are spacious and well planned to facilitate teaching and interactive participation. The theatre style classrooms equipped with audio visual facilities provide a great teaching learning experience.

The benefits of learning outside of four walls can never be undermined. Alfresco classrooms have been designed to enable students and faculty to engage in meaningful discussions. These open air class rooms have been aptly named Bella Vista and River View.

LIBRARY

The library is well stocked with books, national-international magazines, journals, periodicals, research papers and online databases on business, management and other allied subjects. It provides user-focused services to collect, store, retrieve and disseminate information.

COMPUTER LABS

The computer lab and finance lab have an elaborate network of workstations and a campus wide network with Wi-Fi access to internet which allows discussions and learning not just confined to classrooms but outside the classrooms too. The campus network links the computing resources in faculty cabins, administrative departments and hostels. The computer labs are equipped with the latest hardware and software which facilitate learning.

AUDITORIUMS

The Chavara Hall, named after Saint Kuriakose Elias Chavara has a seating capacity of 1300. The KRL auditorium and RBS auditorium are fully air-conditioned, with a seating capacity of 150 and 300 respectively. Both auditoriums are ideal venues for seminars and conferences.

There are two conference halls with seating capacity of 100 and 200. The two boardrooms are venues for routine meetings and discussions of faculty and guests.

The amphitheatre is the venue for musical evenings and programme launches. It also serves as the place to relax and enjoy the lush green of the campus.

GROUP LEARNING CENTRE

Two Group Learning Centres facilitate teamwork and group activity. They are used for group presentations and trainings.

COMMUNICATION LABORATORY

Recognising the important role played by communication in today's business environment, the facility of a Communication Laboratory has been set up that extends special courses in the areas of Organisational Behavior, Business Communication, individual and group behavior sessions, presentation skills and interview training.

HOSTELS

The programmes offered being residential programmes, two separate hostel facilities are available for the boys and girls. The hostels have student mess facilities, study halls, entertainment room and gymnasium. Internet facility is provided in all the rooms in both the hostels.

INTERNATIONAL HOSTELS

An International Hostel with international standards caters to the accommodation requirement of international students and faculty who visit the college on various academic activities.

PAREEKSHA BHAVAN

The Pareeksha Bhavan is the examination centre of the campus. All examinations of valley campus are held in Pareeksha Bhavan, which can accommodate 600 students at a time.

CANTEEN

The canteen run by specialist restaurateurs inside the campus caters to 150 people at a time and provides both vegetarian and non-vegetarian meals and other tasty delicacies as well. Equipped with a snack bar, coffee vending machine and television, the cafeteria provides respite from the day's hectic schedule. It is a zone of informal interactions. A roofed outdoor facility, the Canopy provides a locale for informal student interludes. A coffee beverage outlet functions inside the canopy.

SPORTS FACILITIES

Modern gymnasiums (separate for boys and girls), football / cricket ground, volleyball / basketball courts and jogging track are available for all students. Facilities for indoor games like table tennis, caroms and chess are also available.

GUEST ROOMS

There are 18 guest rooms available on campus with all facilities provided for the convenience of corporate and faculty members who visit the college to participate in MDPs, FDPs and other training programmes.

POLICIES OF THE COLLEGE

- **Student Grievance Redressal Policy**

- **Student Welfare Policy**

- **Green Protocol**

STUDENT GRIEVANCE REDRESSAL POLICY

In accordance with the UGC (Grievance Redressal Regulations 2012), Rajagiri College of Social Sciences, (RCSS) have set up a mechanism to address grievances of students, faculty members and employees on campus. Accordingly a policy for grievance redressal of students, faculty members and employees in a just and fair manner had been outlined in 2014. The Policy is amended in 2018 to incorporate the student Council and the Complaints Register as further mechanisms for grievance redressal.

1. **Definition of Grievance**

A grievance shall include any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with RCSS that a student or an employee thinks, believes or feels, is unfair, unjust or inequitable. As regards the grievances of students the grievances defined in UGC Regulations under clause 2(f) of the Gazette Notification No.14-4/2012 (CPP-II) dated December, 2012 shall be included.

2. Grievance Redressal Mechanisms

 For Students

The college has five levels of student's grievance redressal mechanisms.
Level1- Student online Feedback Mechanism
Student feedback is taken during the mid and end-semester. The students record their suggestions and grievances. Student feedback is administered through the ERP system of the college through a software; *fedena*. The System Administrator consolidates the feedback and communicates it to the Principal and the Management Committee for further action. The Action Taken Report is further presented before the appropriate aggrieved student or students/ batch.

Level 2- Grievance Redressal Portal
There is a grievance redressal portal in the College website for the students. They can use the portal for recording their grievances. The grievance entered will be sent as email to the principal of the college, which are in turn discussed in the Management Committee, and appropriate actions are taken based on the gravity and merit of the grievances.

Level 3-Open door
a) An aggrieved student shall first present his/her grievance verbally or in writing to the concerned Batch Coordinator/ HoD or directly to the Principal. The HoD is required to furnish the answer within one week of the presentation of grievance. The aggrieved can maintain the anonymity if he/she wishes so. A registry to be maintained for the purpose. The Aggrieved person may appear either in person or represented by such person as may be authorized to present his/her case. The Concerned HoDs have to forward the written

grievances which requires the attention of the Grievance Redressal Committee within a week.

b) An aggrieved student shall present his/her grievance verbally or in writing to the Dean Student affairs directly or through email to ***jaya@rajagiri.edu***. The Dean is required to furnish the answer within one week of the presentation of grievance. The aggrieved can maintain the anonymity if he/she wishes so. A registry to be maintained for the purpose. The Aggrieved person may appear either in person or represented by such person as may be authorized to present his/her case. The Dean Student affairs have to forward the written grievances to the Concerned HoDs and the Grievance Redressal Committee.

Level 4- Student council

The college has a Student Council for the undergraduate courses consisting of two elected representatives from each class and also some nominated members by the college management. The council consists of the Student Representatives, The Associate Director, Principal, Head of the departments of Undergraduate courses, College Management representatives and the Dean student affairs and also faculty in charge of sports activities. The council meets twice in every month and discusses various matters. The students are given opportunity to voice their suggestions, opinions and grievances if any during the meetings. Appropriate actions are taken on the same.

Level 5- Complaint register

A complaint register is maintained at college reception counter for students to register complaints regarding the maintenance of facilities in the campus. The staff in charge of maintenance of facilities check the register and remedial actions are taken regularly.

STUDENT WELFARE POLICY

The Management of Rajagiri College of Social Sciences (CMI, S.H. Province) has adopted the following as its policy regarding welfare of the students from economically poor background.

No student who has secured admission through merit shall be deprived of education at Rajagiri on account of financial constraints arising from his/her poor economic background.

A student welfare fund has been instituted by the Management to provide financial support to the students on a ***need cum merit*** basis. A committee scrutinizes such requests and make recommendations to the Management regarding this, on the basis of which the Management will take decisions. The recipients of such scholarships are encouraged to pay the amount back once they are employed to the corpus fund so that more students can be provided with scholarships.

The Management shall also try to make avenues for *'earn while you learn'* schemes for the students. Some of such areas are: faculty assistance, management of the labs, garden & environment maintenance, watch & ward, data collection & data entry etc.

GREEN PROTOCOL

1. Conserve Energy.

2. Avoid single-use plastic material.

3. Reduce the use of disposable items.

4. Promote e-copies.

5. Print on both sides of the paper.

6. Use electronic display boards, cloth banner etc. Avoid flex material.

7. Use bags/files/folders etc. made of cloth/jute.

8. Promote vegetable cultivation.

9. Plant trees.

10. Promote the usage of LED bulbs.

STUDENT ACTIVITY CORNER

COLLEGE UNION

The college has a very active college union. It follows a parliamentary system of election as per the guidelines of Lyngdoh Committee and M G University to form the Council. The college union actively participates in all endeavors of the college. The college union constitutes Chairperson, Vice- Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councilors, Two Lady Representatives, Arts Club Secretary, Sports Secretary and Class Representatives (elected from each class). The union members are mentored and guided by Staff Advisors in commemorating festival days, conducting Arts and Sports competitions. The students' voice in the affiliated University is represented by the Union councilors. The Union is given enough freedom and support from the authorities to do various programs which go in line with the college discipline. Under the leadership of Union Chairman and the Art club secretary coordinates cultural and literary initiatives. Magazine editor collects articles from talented students for the annual college magazine. University Union Councilors, Class representatives & Lady Representatives serve as the responsible voice of the whole students in the matters concerned.

STUDENT COUNCIL – UNDER GRADUATE COURSES

Student participation is integral for all the activities of the college. The college has a Student Council for the undergraduate courses consisting of two elected representatives from each class and also some nominated members by the college management. This council consists of the Student Representatives, the Associate Director, Principal, Head of the department of Undergraduate courses, College Management representatives, the staff advisor, the faculty in charge of cultural activities and also faculty in charge of sports activities.

Each council member is provided with a badge to identify them distinctly from other students of the campus. The council meets every month during the break timings of the college. Various matters are discussed in the meeting including grievances of various sorts. The upcoming events and programmes of the college and academic matters are also discussed in the meetings. The council members come up with suggestions for improvement and discuss on all different suggestions from their classmates. The suggestion and grievances given during the meetings are recorded and appropriate actions are taken on the same.

A media team was formed followed by the student council suggestion who takes care of the entire campus videography and photography of all the events. Leadership camps are organised for the student council members which enables them to be better leaders.

NON-ACADEMIC ACTIVITIES

VANAVASAM

The 3-day camp is organized as part of the curriculum and is as its name suggests an experience of living in the forest. An exercise in meditation and self-realization, Vanavaasam seeks to help students to get in touch with their inner self. It is a period of introspection and soul searching. It is a harmonious blend of concepts from ancient Indian mythology and Modern organizational behavior.

SOCIAL SENSITIZATION CAMP

This programme has grown out of the institute's commitment to social causes. India being a predominantly rural country, this programme is an expression of our pro-rural thrust. It is meant to enable students to creatively address social issues involved in social work and management. The students are taken to a rural area where they have to undertake a developmental project for duration of not less than seven days. The camp gives an opportunity for the students to appreciate rural life in close quarters by living and interacting with the village community.

PRE- PLACEMENT TRAINING

Pre-placement training is imparted by internal and external trainer to equip the students to face interviews during the placement process. The students who require special attention and grooming for placements are given training for a week.

TRANSCEND

RAJAGIRI -TRANSCEND is the student body of RCBS for social outreach initiatives. It is the social community wing of RCBS, joins out their hands to contrive several events. Rajagiri-Transcend committee releases a newsletter Esparanza that catalogued all their activities.

KALYPSO

Rajagiri-Kalypso, Outbound Training Program (OBT) is meant to combine training in team building, leadership, communication and adaptability with physical fitness. The harshness of the natural environment inculcates hardiness and discipline among students.

YOGA

Yoga is an integral part of Rajagiri life for keeping the students mentally and physically fit. All the students are given intensive training in yoga and meditation. At the end of the training, certificate is issued to the students.

INDUSTRIAL INTERACTION

Corporate heads from MNCs regularly interact with the students and enlighten them on the tried and tested avenues of modern business.

ENRICHMENT PROGRAMS THROUGH THE WEEK

College adheres strictly to an academic schedule that creates a strong knowledge base in the necessary disciplines. However, future managers have to be trained in essential skills and must possess an in-depth understanding of the current environment. Keeping this in mind, the students are given training through the week in skill that they develop through activities or through instruction.

RAJASADASS (The People's Forum)

Provides opportunity for staff, students and other members of Rajagiri family to come together and air their views on a given issue, thereby creating a platform for critical evaluation and making comments on current social issues. The views and comments of experts in the respective fields enable the participants to know different perspectives on the subject.

MAZHAVILLU (Rainbow)

This forum is a first of its kind on inter-religious discussion. This forum, which was started in the campus by the students, runs in collaboration with the Association of Christian Higher Education, New Delhi

PLACEMENT CELL

Besides imparting education and training to students, obtaining placements for the students from the college has also been recognized as an important activity of the college. A placement cell under the chairmanship of the Principal with a faculty member as coordinator looks into the task of identifying and attracting prospective employers to the campus. The placement cell has been able to attract state and national level bodies, as well as small, medium and large scale industrial, commercial and developmental agencies to the campus and the graduates have been recruited by them. The placement cell focuses on dissemination of information and marketing of graduates to the public, both within and outside the state. It provides summer placements and final placements for the students.

STUDENT FESTS

IT EUPHORIA

It is the national fest organized by MCA Department of Rajagiri College of Social Sciences, Kalamassery. It is a National Level Fest that has always been a hot spot in the events list of Rajagiri. All our students have put in a lot of efforts for the success of this extravagant technical-cum-cultural fest. This fest is our quest to find the focused and skilled students in various areas

SPLENDORE

SPLENDORE is an annual national fest organized by Rajagiri College of Social Sciences since 2016. This theme-based inter-school and inter-collegiate fest is organized in two days in the month of September.

PSYESTA

Psyesta is a one day national fest to create an opportunity to the students of Psychology to share their academic orientations and aspirations; and a platform to showcase their talents. It gives amble opportunities to the students and aspirants of Psychology from all over India to visit the department of Psychology at RCSS, to experience various opportunities available here and also to showcase their talents in various levels.

INFLORE

The RCBS Management Fest - Infloré organized by the Rajagirians brings together students from all over the country. The two day fest includes a variety of events, both management as well as non-management, where the participants battle it out to prove their mettle through wit and intellect.

RAJAGIRI BUSINESS LEAGUE

The Rajagiri Business League is an initiative by the students of RCBS, the first of its kind in South India that brought the corporates and B-schools on a common court to flex their muscles and knock down the ball.

RAJAGIRI NATIONAL BUSINESS QUIZ

Rajagiri National Business Quiz (RNBQ) is an enthralling nationwide quiz game where the players battle it out for the ultimate glory.

DYUTI CONFERENCE SERIES

DYUTI – Developmental Yearnings for a United and Transformed India is the annual event organized by the Department of Social Work. Rajagiri with its vision of 'becoming a centre of excellence in learning for enriching and fulfilling LIFE' has been regularly providing an annual forum for deliberations on vital issues of development from a right perspective. This series of deliberation (started in 1998) is named as DYUTI meaning 'spark of life'.

STUDENT PROFESSIONAL FORUMS /ASSOCIATIONS

a)   SWARAJ - (Social Work Students' Association of Rajagiri)

In building up a pro people attitude and to deepen the social interest of the social work students of Rajagiri, SWARAJ (Social Work Students' Association of Rajagiri) plays a vital role. Taking into consideration the diversity of interests and according to the specialization and need of the community, SWARAJ organizes various enriching and thought provoking programmes for the whole Rajagiri family. SWARAJ hosts many eminent personalities from various spheres of life to accelerate the students' and the campus' social attitude in accordance with their views and to formulate within the students, clarity about the present social scenario.

b)   C STAR - Computer Students Association of Rajagiri

C-Star, acronym for Computer Students Association of Rajagiri, in consultation with and the guidance of a faculty member, meets every Tuesday afternoon to discuss and plan the co-curricular activities of the MCA students. The C-Star organizes and conducts seminars, workshops and industry interaction programs on latest technology developments by bringing experts from Industry and Academia. It conducts in house quiz competitions and cultural events for enhancing the professional competency of the students. C-Star actively participates in College functions and presents cultural programs. C-Star facilitates the participation of students in Inter Collegiate IT fests and competitions.

c)   FORMS - Forum of Rajagiri Management Students

FORMS, Forum of Rajagiri Management Students is a student body focused on tapping the potentials of aspiring managers through a host of programmes including business discussions, debates and corporate quizzes. Most of nonacademic activities on campus are coordinated by FORMS. These include seminars, management students' meet and student publications along with quiz and debate competitions on an intra-collegiate level.

d)   ACSR-Association of Commerce Students of Rajagiri
The ACSR provides an opportunity to exhibit the variegated talents of the commerce students and to enhance their soft skills. The social responsibility and social commitment of the students are prioritized in this extracurricular platform. The association focuses on the all-round personal development of each student as he/she leaves the institution with academic excellence

e)   Gyandeepthy- Library and Information Science Students' Association of Rajagiri
Gyandeepthy, acronym for Library and Information Science Students' Association of Rajagiri, meets every Tuesday afternoon to discuss and plan the co-curricular activities of the LIS students. The aim of the association is to improve the various skills of the students through conducting extracurricular activities with the guidance and support of a teaching faculty.

f) Psystar: Psychology Students' Association of Rajagiri
Psystar is an initiative to equip students of Psychology to contribute to the good of the society. The association is committed to take creative and effective steps in mental health promotion and awareness. Important day observation (eg. Mental Health Day, Suicide Prevention Day), Psyscript (manuscript magazine of the association), street plays, giving psychological support like counselling and skill training are some of the regular activities of the association. The four clubs of the department (Quiz Club, Nature Club, Cultural Club and Literary Club) also come under the activities of Psystar Psystar instills confidence and enthusiasm in the students of Psychology.

STUDENT CLUBS

National Service Scheme (NSS) –Unit No: 59
Rajagiri College of Social Sciences has two NSS units. The NSS units organize a week long "Rural Sensitization Camp" and a series of regular activities every year in its adopted communities in Kalamassery Municipality and also in neighbouring communities. The NSS members take part as volunteers for different social connect programmes conducted by different government departments and organizations.

ENCON
ENCON Club, sponsored by the Kochi Refinery, is a voluntary non-profit club of students aimed at practicing energy conservation and environment protection. The main objective of this ENCON Club is to drive home the message of energy conservation and environment protection in the minds of students, by planning and organizing regular activities.

Rotaract Club
Rotaract means Rotary in Action, an affiliate of Rotary international. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the needs of the communities and to promote better relations between all people worldwide through a frame work of friendship and service.

Youth Red Cross
The College has three Units of YRC in which 150 students are members. Main activities are: Participation in Youth Red Cross Orientation & Annual Camps, Participation in training programmes like First Aid, Tree plantation, Socio Economic surveys, Palliative Care Day observation, Awareness campaigns, Blood Donation Camps, Oncology ward visits etc. Students also assist many NGOs in organizing special programs. The YRC unit of Rajagiri (Unit No. 05) has won the award for the Best Youth Red Cross Club in the State in 2015. It also bagged the Best Youth Red Cross Cadet, Best YRC Programme Officer along with the award for the Best Youth Red Cross Club at the district level.

Young Indians (YI)
Yi offer Rajagirians a platform to showcase, harness their skill and business ethos, so as to help them excel in their professional and personal life. Yi has succeeded in setting up a platform which provides a balance of professional excellence and social consciousness that will help the new breed of professionals in their career. The experience which the Yi members of Rajagiri has gained, is something which, they will cherish and relish throughout their lifetime.

FINCOR Club

FINCOR is the Finance club of Rajagiri College of Social Sciences (Autonomous). It is the first financial club in the history of college. It is basically introduced to promote the accounting profession and to foster interaction among students. It is to support and encourage the academic, social and professional pursuits of the students.

Rajagiri Rural Entrepreneurship Development Cell (REDC)

REDC offer Rajagirians a platform to showcase, harness their skill and business ethos, to help them excel in their professional and in their personal life. REDC has succeeded in setting up a platform which provides a balance of professional excellence and social consciousness that will help the new breed of professionals in their career. The experience which the REDC members of Rajagiri have gained is something that they will cherish and relish throughout their lifetime

THE GLOBE

The Globe is a Centre for Learning, Creating and Experimenting with Arts, Literature, and Performance. It is a platform initiated by the Department of Languages, to take on like-minded students who lust for creative engagement.

DRAMA CLUB

Drama club is initiated as a creative playground for the students with an orientation in theatre and arts. The student-centric design of the centre helps the students to experiment, explore, create and learn different aspects of theatre - terminologies, creative writing, acting, makeup and design.

SPEAKERS' FORUM

Speakers Forum is a platform for the College community to learn and showcase their public speaking skills. The Forum aims at honing interpersonal and leadership skills by equipping them with necessary speaking skills and providing them a space to voice their opinions.

LITERARY CLUB

Literary club aims to polish the latent literary skills in the students. Being a part of the club, the students get ample opportunities to enhance their creativity through manuscripts, magazines, blogs, online poetry circles, etc….

THE FILM CLUB

The Film Club, RCSS serves as promising platform for the students with interest in the creative, technical and aesthetic aspects of the cinema, considering the scope and popularity of the medium in the present society. The club focuses on the intellectual enrichment of its members through various activities and conducts workshops (script writing, MOOCs on film making, make – up techniques etc.) and interactive sessions (such as 'Meet the Crew/Director'), where the members get exposed to the professional and technical aspects, enlightening them to pursue their interest in the right direction.

Student Clubs at Valley Campus

Every student must be a member of one of the clubs which focus on practical exposure and learning beyond classrooms. During the 1st semester, the clubs would be Interest-based. From the 2nd semester onwards both **Interest** and **Function-**based clubs would become operational. Students can be members of one or more clubs. Tuesday afternoon is set aside for the interest based clubs and Thursday 4.00pm to 5.00 pm is set aside for function based clubs.

Specific faculty members will be in charge of each of the Interest-based clubs such as: Quizzing, Public Speaking & Debate, Dance, Media, etc. and Function-based clubs including: Marketing, HR, Operations, Entrepreneurship, Women in Business, Finance and Business Analytics. Most of the certificate courses offered by the college come under the function-based clubs. The final certificate for the course will be issued based on attendance and marks secured.

CAMPUS COMMITTEES

STUDENT GRIEVANCE REDRESSAL CELL

Dr.Binoy Joseph **(Chair)**	-	Principal, RCSS
Dr.Fr.Saju M.D CMI	-	Assoc.Director, Vice principal, and Warden,International Guest House
Fr. Shinto Joseph CMI	-	Asst.Director, Warden, Men's Hostel (Kalamassery)
Fr. Francis Sebastian CMI	-	Asst.Director, Warden, Men's Hostel (Kakkanad)
Dr.Sr.Lizy P.J.	-	Coordinator, IQAC
Dr. Fr.Varghese K Varghese	-	Dean, Dept. of Psychology
Dr. Fr. Joseph M.K. CMI	-	HoD, Dept. of Social Work
Dr. M D Baby	-	Dean, Dept. of Library & Information Sciences
Dr.Bindiya M.Varghese	-	Dean, Dept. of Computer Science
Dr. Jaya Vijayan	-	Dean, Student Affairs
Mr.Ebin Babu	-	Asst.Warden, Assumption Hostel (UG)

Student Representatives

MSW	-	Aleena Sebastian
MCA	-	Joseph Rinoy
MSC Psycology	-	Anirudh Anil
MHRM	-	Christina Monachan
MBA	-	Harikrishnan S
BSW	-	Robin Regi
BCOM	-	Irin Anna Shaji
BBA	-	S.A Ranganantha Prabhu
BSC Psycology	-	Alisha Sara Shibu

ANTI RAGGING COMMITTEE

Dr. Binoy Joseph (Nodal Officer)	-	Principal, RCSS
Fr.Shinto Joseph CMI	-	Asst.Director & Warden, Assumption Hostel (UG)
Fr.Francis Sebastian CMI	-	Asst.Director & Warden, Men's Hostel, Valley Campus
Dr.Fr.Joseph M K CMI	-	HoD, Dept. of Social Work
Prof.P.T.C. Titus (Chairman)	-	Professor & Assistant Controller of Examination
Dr.Bindiya M Varghese	-	Dean, Dept. of Computer Science
Dr.Fr.Varghese K Varghese	-	Dean, Dept. of Psychology

Dr.Manoj Menon	-	Head Dept. of Personnel Management
Dr.Veeva Mathew	-	Head, Management studies & Admission Coordinator
Dr.Joseph K.X.	-	Dean, Dept. of Commerce & Professional Studies
Dr.M.D Baby	-	Dean, Dept. of Lib & Information Science
Dr. Kiran Thampi **(Convenor)**	-	Asst. Professor, Dept. of Social Work
Dr.Sr.Lizy P.J	-	Warden ,Ladies Hostel Hill campus, IQAC Coordinator
Dr. Jaya Vijayan	-	Dean, Student Affairs, Hill Campus
Dr.Susan Mathew	-	Faculty Advisor, Student Affairs, valley Campus
Ms.Shoma Elizabeth Francis	-	Asst. Professor, Dept. of Languages
Mr.Noble Chacko	-	Asst.Professor, Dept. of Psychology
Mr.Ebin Babu	-	Asst.Warden, Assumption Hostel (UG)
Sr.Elizabeth	-	Warden ,Ladies Hostel Valley Campus
Mr.Herbit Gonslavez	-	Head Accountant
Mr.Shino Jacob	-	L D clerk
Mr.Francis A J	-	Librarian (Valley Campus)
Mr.Vijesh P.V.	-	Librarian (Hill Campus)
Ms.Gracious George	-	Student Representatives (MSW 2nd Year)
Ms. Krishnajana S	-	Student Representatives (MSc Computer Science 2nd Year)

SC / ST CELL

Dr. Binoy Joseph	-	Principal ,RCSS **(Chair)**
Dr. Fr. Saju M D CMI	-	Assoc. Director & Vice Principal ,Warden Men's Hostel (PG) Kalamassery
Fr. Francis Sebastian CMI	-	Asst. Director (Valley Campus) Warden Men's Hostel, Kakkanad
Fr. Shinto Joseph CMI	-	Asst. Director (Valley Campus) Warden Men's Hostel (UG) Kalamasserry
Dr.Fr.Joseph M K CMI	-	Coordinator, Doctoral Centre (Social Work) & HoD
Dr.Manoj Menon	-	HoD, Dept. of Personnel Management
Dr.Veeva Mathew	-	Director, Admissions
Dr.Bindiya M Varghese	-	Dean, Dept. of Computer Science
Dr. Sr. Lizy P.J., SABS	-	Coordinator, IQAC &Warden, Ladies Hostel, Kalamassery
Dr.Anil John (**Convenor**)	-	Asst.Prof., Dept. of Social Work &
Dr.Manoj Mathew	-	Controller of Examinations
Dr.Joji Alex	-	Coordinator, Doctoral Centre (Management)

Dr.Suni Rose I P	-	Admission Coordinator, Dept of Social Work (PG)
Dr.Nycil Romis Thomas	-	Admission Coordinator, Dept of Social Work (UG)
Ms.Neetha Devan	-	Admission Coordinator, Dept. of Lib & Information Science
Ms.Sunu Mary Abraham	-	Admission Coordinator, Dept. of Computer Science
Mr.Noble Chacko	-	Admission Coordinator, Dept. of Psychology
Mr.Roshan Ravi	-	Admission Coordinator, Dept. of Library & Information Sciences
Dr.Jaya Vijayan	-	Dean, Student Affairs
Mr.Deepak Babu	-	Asst.Warden, Men's Hostel, Kakkanad
Mr.Mahesh K M	-	Asst.Prof., Dept. of Commerce
Ms.Alice P	-	Asst.Prof., Dept. of Commerce
Sr.Tessy Rose	-	Senior Clerk, College Administration
Mr.Jenson K V	-	Accounts, Valley campus
Mr.Johnson P V	-	Accounts, Hill campus
Sr. Elizebath Edasserry SABS	-	Warden, Ladies Hostel, Kakkanad

INTERNAL COMPLAINT COMMITTEE

Dr.Sr.Lizy P.J	-	IQAC Coordinator, **Chair,**
Dr. Jaya Vijayan	-	Asst. Prof. Computer Sciences & Dean, Student Affairs
Dr. Ann Baby	-	Asst. Prof. Computer Sciences & Gender Cell -Convenor
Dr. Smitha Siji	-	Asso.Prof. Business Administration
Dr.Minimol M.C.	-	Director, Research
Prof.Saji George	-	Asso.Prof. Business Administration
Prof. Riya Mary	-	Assistant Prof., Commerce
Sr.Bincy C C	-	Asst.Prof.Social work & Warden Women's Hostel
Mr.Herbit Gonsalvez	-	Head, Accountant
Ms.Tesney John	-	Junior PRO

External Member

Adv.Teena Cherian	-	Founder President ,Jenika Foundation, Palarivattom.

Student Representatives

Rekha Mariya Biju	-	BSW 3rd Year
A. P.Sreekanth	-	MSW 2nd Year
Gaadha S	-	MHRM 2nd Year

STUDENT WELFARE COMMITTEE

Rev. Dr. Jose Kuriedath CMI	-	Director & Chairperson
Dr. Binoy Joseph **(Chair)**	-	Principal,RCSS
Fr.Dr. Saju M.D. CMI	-	Associ.Director, Vice Principal & Asst. Professor, Dept. of Social Work
Fr. Francis Sebastian CMI	-	Asst.Director & Asst. Professor, Dept. of Business Administration
Dr. Sr. Lizy P.J.	-	Coordinator,IQAC
Mr. Saji George	-	Asst. Professor, Dept. of Business Administration
Dr. Susan Mathew	-	Asst. Professor, Dept. of Business Administration
Mrs. Shirley Rita Luiz	-	Associate Professor, Dept. of Business Administration
Dr. Kiran Thampi	-	Asst. Professor, Dept. of Social Work
Mr. Shiju Thomas	-	Asst. Professor, Dept. of Computer Science
Dr. Anil John	-	Asst. Professor, Dept. of Social Work
Mr.Noble Chacko	-	Asst. Professor, Dept. of Psychology
Ms. Neethu Mohanan	-	Asst. Professor, Dept. of Library and Information Sciences
Ms. Sunu Mary Abraham	-	Asst. Professor, Dept. of Computer Science

GENDER JUSTICE FORUM

Dr.Giji George (Chairperson)	-	Assistant Professor, Dept. of Social Work
Ms. Sheena Terence	-	Jr. Executive, Office Administration
Ms.Jessy Thomas E	-	LD Typist-1st Higher Grade
Ms. Archana Baburaj (MCA 2nd Year)	-	PG-Female Student Representative
Ms. Devika Sanjay (BSW 3rd year)	-	UG-Female Student Representative

GENDER EQUITY CELL

Dr. Binoy Joseph (Chair)	-	Principal, RCSS
Dr.Sr.Lizy P.J.	-	Coordinator,IQAC
Dr. Ann Baby	-	Asst.Prof, Dept. of Computer Science
Dr. A.T.Francis	-	HOD, Dept. of Library & Information Science
Dr. Sr. Suni Rose I P	-	Asst.Prof, Dept. of Social Work, PG
Dr.Giji George (Convenor)	-	Asst.Prof, Dept. of Social Work
Dr.Nycil Romis Thomas	-	Asst.Prof, Dept. of Social Work, UG
Mr. Mahesh K M	-	Asst.Prof, Dept. of Commerece & Professional Studies
Dr.Jessy Fenn	-	Asst.Prof, Dept. of Psychology
Dr. Jaya Vijayan	-	Dean, Student Affairs
Dr. Anu Antony	-	Asst.Prof, Dept. of Business Administration
Mr.Deepak Babu	-	Asst.Prof, Dept. of Business Administration
Ms. Meena Kuruvilla	-	Project Director, Rajagiri outREACH
Mr.Shaju K.K.	-	Project Manager ,DDU-GKY Representative
Mr.Jaison V.V	-	Office Attender
Ms. Sheena Terence	-	Jr. Executive, Office Administration
President & Secretary	-	Rajagiri Staff Welfare Association
Ms. Archana Baburaj (MCA 2nd Year)	-	PG-Female Student Representative
Mr. Rajesh Tamang (MSW 2nd Year)	-	PG-Male Student Representative
Ms. Devika Sanjay (BSW 3rd year)	-	UG-Female Student Representative
Mr.Meghul Krishna (BSW 3rd year)	-	UG-Female Student Representative

OYSTER – ALUMNI ASSOCIATION

OYSTER (Organization of Yester Year Students of Rajagiri College of Social Sciences) is the alumni community of Rajagiri. Started in 1980, it upholds the college motto "Learn, Serve, Excel". With members spread across the world, OYSTER aims to provide networking opportunities through the development of various activities and initiatives that foster relationships among alumni, students, faculty, and the Rajagiri community.

The Executive Committee of OYSTER takes relentless efforts to reinstate links with alumni who have not yet registered. This will help to build up the activities of various chapters functioning within and outside the country so as to reach out to all the members in maintaining our institutional and industrial relations at a global level. OYSTER has regional chapters in Chennai, Bangalore, New Delhi, etc. and international chapters in Dubai, New York, etc. Regular annual meets and celebrations are conducted in all the chapters. Executive Committee Meetings are held annually. Periodic updating of the Alumni directory is performed.

OYSTER has launched a community site www.alumnet.in/oyster for strengthening the network among the Rajagiri alumni.

"Homecoming Day" is celebrated every year on January 26, where alumni come back to spend a day in the college, participating in meetings and fun-filled programmes and lunch

Alumni Association – OYSTER

Dr. Binoy Joseph	- Principal
Dr.Sr.Lizy P J	- Coordinator, IQAC
Mr. K. Venugopal	- (1986 MSW Batch), Registrar, KFRI-President
Mr. Somy John	- (1994 MSW Batch), Asst General Manager, HDFC Limited, Vice President
Ms. Deepthi John	- (2008 MCA Batch), Entrepreneur, Vice President
Mr. Kiran Thampi	- Secretary

LIVE LABS functioning on Campus

THE FOUR FOLD MEANS

The college strives to achieve the Institutional objectives by the Four Fold Means- Teaching & Learning; Training; Research and Field Action.

The live labs of the college provide students with the opportunity to enhance knowledge and sharpen their skills they acquire during their study at the college. These labs help students to put theory into practice and be equipped in the field to serve the community. The live labs associated with the Department of Social Work are:

➢ Rajagiri OutREACH - Mrs. Meena Kuruvilla, Project Director

➢ CHILDLINE Kochi-Nodal Agency – Fr.Shinto Joseph CMI, Director

➢ Rajagiri Family Counselling Centre – Dr.Fr.Saju M D, CMI, Advisor

➢ Indian Council of Social Welfare (ICSW) Kerala Chapter - Dr.Mary Venus Joseph, President

RESEARCH AND TRAINING DIVISION

➢ Research institute –Dr.Sr.Sunirose I P - Head

➢ Empanelled Training Institution (ETI) For National Service Scheme- Mr.Soman I.V. – Training Coordinator

➢ Middle Level Training Centre (MLTC) for ICDS functionaries -Ms.Asha Zacahariah - Principal

➢ Rajagiri Center for skill development (RCSD) - Mr. Shaju K.K- Head

STUDENT GUIDELINES

INDEX

1. ATTENDANCE

Rajagiri College of Social Sciences (Autonomous) considers student attendance an essential component of a student's performance in a course. It is mandatory for all the students to maintain 100% attendance in class sessions. Absence from classroom sessions and from other academic activities will be regarded as an act of willful indiscipline. No leave will be granted for absence beyond 25% in ordinary circumstances.

Guidelines:

● Attendance is marked for each session engaged by the faculty member. This means that irrespective of the number of hours engaged, attendance will be taken only once for each continuous session.

● In the case of two hour classes if the student is late for the first hour, he/she will be permitted to attend the first hour without attendance and attendance will be awarded only for the second hour onwards.

● A student is not permitted to leave an on-going class, unless a note is sent from the Principal.

● For the internal assessment process, attendance will be calculated on hourly basis unless otherwise instructed by the faculty member.

● In case the faculty member engages more than 60 hours, the first 60 hours only shall be accounted for marks/percentage of attendance.

● Students will not be allowed to enter the classroom after a faculty member has entered. There is no possibility of late coming.

● Students are not allowed to spend time with any other faculty member during normal class hours unless prior explicit permission has been obtained from the faculty member who is engaging the session at that time. The responsibility is vested with the student and excuses for being late will not be entertained.

● Any planned mass absences of a group/ class/ batch of students will result in serious consequences. Those who lead/ participate in such activities, be it from a scheduled class or training activity or an institutional function, will incur serious action.

● A student must intimate the College office in the case of any serious illness or hospitalisation as soon as possible from the date of diagnosis or hospitalisation.

● A student must submit a medical certificate and a letter from the parent/ guardian to the college office, if his/her absence on account of ill health exceeds five consecutive working days.

● This certificate and letter should be submitted by the student within two days of reporting back to the college after the absence.

● However, this certificate will not be considered for marks of attendance or any other consideration from the part of the college.

● This will render the students eligible to apply for condonation when they have shortage of attendance, ie. Attendance below 75%.

● No student shall be allowed to produce a predated medical certificate other than the ones already submitted in the College office for availing condonation.

[This certificate may be collected by the student from the college office in the case of applying for condonation]

The respective internal mark for attendance will be distributed proportionately between 75% and 100% attendance.

The method of calculation of marks for students who have secured more than 75% attendance is as follows:

Step 1 - Calculate the percentage of presence for each student (no. of hours present ÷ no. of hours taken) x 100

Step 2 – Subtract 75 from the value obtained in Step 1 (as 75 % is the minimum requirement)

Step 3 - Divide the value obtained in Step 2 by 25. Subsequently multiply this value with the total marks assigned for attendance.

The value obtained after Step 3 gives the proportionate mark for attendance of each student.

If a student's attendance is less than or equal to 75%, the mark shall be zero.

*A student who has attendance shortage may enquire with the Examination office regarding rules and procedure for condonation.

2. COLLEGE TIMINGS

U.G. Programmes – offline classes

- Working day for the college starts at 9.00 am, and closes at 4.00pm.
- Each lecture class is for 50 minutes unless the teacher decides to extend or take extra class.
- Interval is from 10:40 to 11:00 during the forenoon session and from 3.10 p.m. to 3.20 p.m. during the afternoon session.
- Lunch break is from 12:40 pm to 1:30 pm
- All Saturdays, except the second and fourth, are working days for the whole college.

P.G. Programmes– offline classes

- Working day for the college starts at 9.00 am, and closes at 5.00pm.
- Each lecture class is for 1 hour unless the teacher decides to extend or take extra class.

- Interval is from 10.55 to 11.05 am during the forenoon session.

- Lunch break is from 1.00 pm to 2.00 pm

- All Saturdays, except second Saturday, are working days for the whole college.

3. STUDENT CODE OF CONDUCT

The student code of conduct is intended to foster and protect the core mission of the College. Rajagiri College Social Sciences (Autonomous) provides a safe and secure learning environment, and aims at creating socially committed scholarly students, responsible to the academic community of the institution, and to society at large.

This document contains the rights and duties of the student community, necessary for achieving the above objective. Students and parents should read through carefully the Student Code of Conduct before securing admission in the institution. In case of any doubt, they should seek clarification from the authority concerned. Ignorance of these rules will not be accepted. RCSS management is empowered to take appropriate action against those students who violate these rules.

The code applies to all students including UG students, PG students, PhD research scholars and those who are engaged in other part-time pursuits. Students shall abide by the rules and regulations of the College and maintain the highest standards of discipline and dignified manner of behaviour both inside and outside the College campus and uphold the esteem of the College. This Code shall apply to all kinds of conduct of students that occur on the College premises, including University-sponsored activities, functions hosted by other recognised student organisations and any off-campus conduct that has or may have serious consequences or adverse impact on the interests or reputation of the College.

- All students of RCSS have to wear identity tag in the premises of the college and outside the college if they are representing RCSS.
- The students are prohibited from using their private vehicles inside the campus without permission. An application for the same has to be submitted along with a written request signed by the parent/ local guardian and student, and photocopies of RC book, Insurance and driving license. The permitted vehicles will be allowed only up to the designated parking area. Entry beyond the point is strictly prohibited.
- Outsiders including former students will be allowed to enter the campus only for genuine reasons. They will not be allowed to enter the classrooms and hostel rooms in any case. If any student brings an outsider to the campus without any genuine reason he/she will be liable under Article 31of the code.
- RCSS provides infrastructure and other facilities to the students for their overall development. Misuse of the facilities provided - internet, laboratory, library and the like - for illegal and improper purposes or in violation of college regulations, will invite appropriate punishment under Article 31 of the code.
- Students are expected to handle the furniture, equipment, fixtures and appliances of the College and laboratory carefully. Careless handling/misuse of the above could

result in personal injuries or damage to property. In the event of damage of property, the students responsible will have to bear the cost of replacement/repair with a fine.

- Students who intend to represent the College in intercollegiate events shall take prior permission from the Dean /Head of the department concerned, and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation. The Provisions enumerated in this code will also apply to such off-campus conduct of students.
- Political activity in any form is not permitted in the College campus. Unauthorised meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
- A student of RCSS should have respect for the law of the land and follow the same dutifully. If the students violate any provisions of the Indian Penal Law inside or outside of the campus, the college can take disciplinary action against them.

Disciplinary Misconduct:

- Any action that causes physical or emotional harm to any person, students, teachers, staff or any other person whether or not a member of the college community, will be considered a major misconduct from the part of the student. Violence of any kind such as assault, fighting, injuring others, manhandling and other such debasing behaviour; outraging or attempting to outrage the modesty of any person; possession of weapons, explosives or any other similar materials that are dangerous to the safety of any member of the College community; threatening the lives or peace of others on the campus or in its precincts, are strictly prohibited.
- Conduct that seriously and materially harms the goals, pursuits, ethical standards or the learning environment in the campus, is strictly prohibited. Such conduct includes:
  a) Wilful disobedience of instructions from the college authorities which includes teachers, administrative staff of the College, hostel warden or any other person associated with the teaching and administrative work of the College

  b) Disrupting peace and order in the college, including riotous or disorderly behaviour; wilful damage to College property; malicious bringing down or maligning of the status or reputation of the College.

- Disruption or disturbance of college work or other activities: Students are strictly prohibited from doing any of the following acts.
  a) Disturbing by making undue noise or otherwise, any class, any college function or any other event inside or outside the campus.

  b) Leave or move about in the classroom during an academic session without the permission of the teacher.

  c) Using mobile phone or other electronic devices, or engaging in any other activity inconsistent with the learning objective of the class or college event.

d) Behaving in a manner that is inconsistent with the behaviour and conduct reasonably expected during class or any other college function.

● Lack of respect and courtesy towards the community and individual members of the College.

● Students are prohibited from:

a) Discourteous or disrespectful behaviour towards teachers, administrative staff and/or guests /visitors to the College.

b) Verbal abuse and use of obscene language or language known to be offensive to others.

c) Inappropriate dress or attire in public/community areas.

d) Indecent behaviour, including improper public display of affection.

● Students are prohibited from any act of discrimination (physical or verbal) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

Ragging Strictly Prohibited in the Campus:

● Prohibition of Ragging: Ragging within or without the premises of RCSS is strictly prohibited. Ragging means any act, or disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student. It includes:

(i) Teasing, abusing or playing practical jokes on, or causing hurt to such student

(ii) Asking a student to do any act or perform something which such student, in the ordinary course, will not willingly do.

● Punishment for Ragging: The Management is empowered to take appropriate disciplinary action, which includes suspension or dismissal, against the student who involves in ragging. Such students will also be liable under the Kerala Prohibition of Ragging Act, 1998, and any other law which prohibits ragging. The punishment imposed under the Kerala Prohibition of Ragging Act, 1998, is not a bar to RCSS taking separate action against the accused students.

Academic Misconduct:

● Students are prohibited from doing dishonest acts which include lying, theft or fraud, dishonesty in any academic work or any other aspect of college functioning.

● Cheating or other malpractices in examination / abetting the use of malpractice in an examination, including obtaining any degree, diploma, honour, prize, award or

any recognition by fraud or misrepresentation, plagiarism, will all be considered as malpractices and the management will take strict action against those students who are involved.

- Prohibition of conduct hazardous to human health, society and well-being of other persons: Students are strictly prohibited from doing any of the following acts: consumption or possession of alcohol in the College premises; use of drugs, narcotics/psychotropic or similar substances; entering the college premises after consuming and under the influence of alcohol, drugs, narcotics/psychotropic or any related substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the College campus; supplying drugs or narcotics/psychotropic substances to a member of the student community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the college precincts.

Grievance Redressal Mechanism:

- If any student has any complaint against fellow students, faculty member, the staff of the College, the student may submit a written complaint to the Principal or Grievance Redressal Committee to investigate the matter and determine whether or not misconduct has occurred. Students are prohibited from the use of any other illegal or undemocratic methods to raise complaints.
- If a complaint is filed under Article 10 of this Code, the Principal will form a Committee for enquiring into the matter. During the investigation, the Committee has to follow the principles of natural justice. All the students have to comply with the directions of the Committee for proper inquiry.
- The Enquiry Committee shall submit a report to the Principal and shall contain
    - (i)   The charges and the statement of allegations of misconduct
    - (ii) The defence or admission of the student in respect of each charge
    - (iii) An assessment of the evidence with regard to each charge
    - (iv) The findings on each charge and the reasons therefor
    - (v) Recommendation on corrective measures needed.

- Students who participate in any activity or organize any event should have prior permission from the Principal. The Discipline Committee constituted by the Principal will monitor and supervise such programs, and in case of any violation of the rules, the Management of RCSS is empowered to take appropriate punishment mentioned under Article 31 of the code.
- Students who commit theft, property damage, and vandalism will be considered severe offenders. Such students will be punished in accordance with Article 31.
- Students are expressly prohibited from interaction, on behalf of the Institute with media representatives or invite media persons to the campus without the permission

of the authorities. Students are also prohibited from sharing any photos or videos with media persons.

- Abetment of prohibited activities: A student who incites, urges, encourages, provokes, counsels, procures or commands any other student or any other person in the campus to do any of the prohibited activities will be considered as guilty of misconduct.
- Students are prohibited from publishing anything derogatory about any individuals or degrading the reputation of RCSS in any manner. If there is any violation, the Principal is empowered to take appropriate action against such students.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent, is liable under the code.
- Policy on Sexual Harassment: Any kind of sexual harassment in the Campus shall be punished with Suspension / Expulsion of the student from the College.
- A student found guilty of any offence mentioned in the code shall be administered any one or all of the following disciplinary actions. The management of RCSS has the right to determine the quantum of punishment to meet the end of justice.
  a. Fine as deemed fit
  b. Disqualifying the student from representing the college in any activity   during the period of rustication
  c. Suspension from attending classes and from access to the College premises for a specified period
  d. Termination of and debarment from holding any post/ office either elected or otherwise in an activity-based committee, hostel committees or any other College committees or bodies
  e. Disqualifying the student from appearing for examinations
  f. Expulsion from the college
  g. Any other appropriate punishment that meets the end of justice

- The Management of RCSS reserves the right to amend the Code if found necessary.

4. EXAMINATIONS

There shall be three sets of examinations conducted in a semester – two continuous assessment examinations (CAE 1 and CAE 2) during the semester and Semester Examination (SE) at the end of each semester.

Internal Assessment:

Rajagiri College of Social Sciences follows an Internal Assessment Procedure that shall ensure a continuous, fair, timely evaluation and feedback of student performance in each course that a candidate undertakes.

- The College has framed its Internal Assessment Procedure referred to as Continuous Internal Assessment (CIA) within the broad framework of the approved scheme.

- However, the Internal Assessment marks allocated for each Programme will have specific components to measure as specified in the programme handbook (Syllabus).
- Students need to secure the minimum percentage for CIA to appear for the Semester Exams (SE)(Refer your Programme curriculum)
- If a student fails to secure a minimum percentage for CIA, the candidate will not repeat the entire group of CIA components but only CAE-2. The candidate can appear for supplementary CAE-2 only along with the subsequent batch after paying the necessary fee.
- Refer the programme syllabus for the specific distribution of marks in a course offered.

Test Administration:

- The Faculty-in-charge of the course has the freedom to administer as many tests as he/she may deem fit for the course. However, this is subject to a minimum of 2 (two) tests.
- The first is the Continuous Assessment Exam [CAE-1] to be administered between the 35th and 55th day of a semester unless intimated otherwise by the respective department heads. Individual faculty members have the freedom to decide the format of this test.
- The second is Continuous Assessment Exam [CAE-2] administered between the 80th and 90th day during the semester. This test will be of a descriptive type in a format that is commonly decided by the Examination Board of that semester.
- In the case of any other test conducted by a faculty member for a particular subject, there will be an explicit understanding between the students and that faculty on how it will be assessed and whether it will form a component of the Internal Assessment Procedure. The faculty members may also mention the same in their respective course schedules.
- The attendance of the student will be counted as part of the attendance marks as the test would be considered as a session engaged by the faculty member. (see also attendance rules for re-test)

Special Compensatory CAE:

- Special Compensatory CAE will be conducted for students who are unable to write CAE 1 in full or any part thereof. This opportunity is available only once in an academic year during the regular course of study and not applicable for CAE 2 of any semester. The procedure followed will be as per the circular RCSS/744/EXAM/18, dated 27th July 2018.
- The candidate will lose attendance for that session, if absent for a test.

Assignments:

- Prescribed percentage of marks is allocated for assignments.

- The faculty-in-charge of a course has the freedom to give any number of assignments as he/she may deem fit for the course. However there should be a minimum of at least one assignment for each course.
- Assignments have to be submitted on time through the online submission system
*Late submission of assignments disqualifies the student and he/she may fail to secure the marks of the assignment, part or whole as the case may be.

- Re-submission of assignment is not permissible.
- The general understanding is that assignment submission time ends by 1.00 p.m. on the assigned day.

Class Participation/Performance:

- Prescribed percentage of marks is allocated for class participation/ performance.
- Marks for class performance is decided on the basis of the student's level of involvement, performance in classroom discussion, scholastic interactions, question-answer sessions, surprise tests, snap quizzes etc.
- The Faculty member will specify the components of his/her class participation/performance to the students on the day the course commences. The details will also be published in the course schedule of the respective faculty member.

Special Programmes

There are a number of co-curricular/certificate/remedial programmes organized by the College. They are meant to serve specific purposes. Student attendance and performance in these programmes is compulsory unless instructions have been issued otherwise by the faculty member concerned.

*If students who have been listed for such programmes do not meet the respective course requirements, they will attract strict sanctions including disciplinary probation (exclusion from specific services or participation in privileges / extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time).

*For programmes where the students are expected to compulsorily attend, absence by the student will attract a fine of Rs. 500/- if the reason for such absence is not genuine.

*For programmes, the marks of which have been linked to the internals of a course, non-participation or non-performance will lead to a proportionate reduction in the internal marks for the respective course.

*For pre-placement activities, a student's non-cooperation or non-participation can result in disqualification from the placement services provided by the college.

*A student will not be allowed to write the SE examinations for a semester unless he/she gets a minimum of 75% of attendance for each course in that semester.

- Condonation will be granted only once in an academic year

Note: In case of a student not securing condonation from the College, and hence being unable to appear for the college examination of the respective course, he/she will have to attend the classes of that course of the subsequent batch for a period that equals the percentage of shortage he/she had and/or prepare and submit such additional assignments or coursework as may be required by the College.

5. CODE OF CONDUCT FOR EXAMINATIONS

- Students must observe silence and strict discipline in the examination hall.
- Candidates must bring INSTITUTION IDENTITY CARD on all days of the Examination and shall produce them for inspection by the Exam invigilators/Room Superintendent.
- The Examination Hall will be opened ten minutes prior to the scheduled start of the Examination. Candidates are advised to occupy their designated seats in the examination hall ten minutes before the commencement of the examination and utilize this time to receive the answer scripts and fill in the registration number, subject code, question paper code etc., on the prescribed space provided on the facing sheet of the answer script.
- For Semester Examinations, students must bring their hall tickets. Students shall not be allowed to sit for the exams without the hall ticket.
- Students must keep all their belongings (including wallet), at a space specified for the same by the invigilator. The College authorities do not take any responsibility for loss or damage to such belongings.
- Students are allowed to keep with them only their writing and drawing instruments, statistical tables, or calculator (if permitted).
- Sharing of writing and drawing instruments, statistical tables and calculators is not allowed in the examination hall.
- Before the commencement of the examination students should ensure that they do not carry into the examination hall any paper, document or instrument except the hall tickets.
- Students are allowed to use analogue or digital wrist watches inside the examination hall, as long as they do not have any memory or programmable functions. Care should be taken to ensure that students do not set audible alarms or timer-beeps of the watch.
- Students should not bring their cellular phones to the examination hall.
- Digital diary or programmable calculators are not allowed in the exam hall.
- The first bell will indicate the commencement of Examination.
- Candidates who do not enter the Examination Hall before the first bell, may wait till the invigilators complete the distribution of the answer scripts and question papers to all the candidates who have already occupied their allotted seats.
- The second bell will indicate 30 minutes and 20 minutes from the commencement of SE or CAE respectively.

- Candidates will not be allowed to enter the Examination Hall after the second bell. (i.e. after 30 minutes of commencement in case of SE and 20 minutes of commencement in case of CAE.)
- Candidates will not be allowed to exit the Examination Hall before the second bell. (i.e. after 30 minutes of commencement in case of SE and 20 minutes of commencement in case of CAE.) Candidate can leave the Examination Hall after the second bell only after making the final submission of the answer scripts.
- The student should leave their answer scripts at their designated writing place after the Semester Examination.
- There will be provision for additional answer sheets to the students at their place. Students are not allowed to stand up or walk around in the Examination Hall. Students are required to raise their hand when they need to attract the attention of the invigilator.
- Students will not be allowed to remain in the Examination Hall after the end of the examination time. They are also not permitted to loiter around in the vicinity of the Examination Hall during and immediately after the examination time.
- Students must ensure that they have tied up their answer sheets and completed their paper before the stroke of the final bell.
- Students must sign in the attendance sheet before leaving the Examination Hall.
- Students are not allowed to leave the Examination Hall for any reason during the examination.
- If there is any case of medical emergency that may require the candidate to use the toilet, the college authorities should be informed before the examination, and, in such cases the hall-in-charge/invigilator may take appropriate action.
- Students are not permitted to write anything on any paper or surface other than their answer scripts, unless they have been given specific instructions. The student should ensure that he/she does not write anything or make any marks on the question paper unless it is required by the college or the university.
- For any other matters pertaining to the smooth conduct of examination not mentioned above, the decision of the Chief invigilator/ Invigilator shall be considered final.
- Candidates must carry with them all necessary examination stationery and calculators (if permitted). Sharing/exchange of examination stationery and calculators is prohibited.

Examination related Misconduct

- Any attempt pertaining to academic dishonesty/malpractices during the examination by the candidate will invalidate the respective examination and also make the candidate ineligible to continue the Examination. The following are considered unacceptable examination behaviour: communicating with fellow students during examination, copying material from another student, allowing another student to copy, impersonation, possession or use of unauthorized notes,

electronic gadgets, cellular phones or other materials. All other acts which directly or indirectly can help the candidate during the examination, borrowing or lending of materials and/or a behaviour that defeats the intent of the examination will be construed as unacceptable examination behaviour. All acts of the above mentioned nature shall invite disciplinary action up to debarring of the student from appearing for examinations for three subsequent chances.

- All candidates are required to adhere to any further instructions as may be given by the CoE, Asst. CoE and the appointed invigilators for the respective examinations.

*Violation of any of the rules of conduct of examination will be viewed as a serious offence and will result in immediate cancellation/ disqualification of examination candidature of the student as well as suspension/expulsion. It is also to be noted that any kind of malpractice that is detected would be referred to the Controller of Examinations and may result in the student being debarred for a period of three years.

Payment of Examination related fees and refund details

i. Exam registration fee, Re-valuation fee and View answer scripts fee can be made through Fedena profile (ERP). Debit card, credit card or internet banking may be used for remitting fee through online payment gateway – BillDesk.

ii. Other fee payment related to examination (non-refundable), shall be remitted online to Examination account.

While making examination fee payments, due to interruptions in internet connection or other reasons, if the amount is deducted from your bank account but the transaction is unsuccessful (pending) at Rajagiri's end, then that amount will be automatically refunded to the student's bank account within 15 to 20 working days. In order to complete the examination registration process in the above circumstances, the student has to again remit the examination fee.

6. ETIQUETTE

Dress Code

- UG students are required to wear their uniform neatly and completely.
- PG students are expected to dress in formal shirts, trousers and shoes unless specified otherwise. Embroidered shirts, jeans, T-shirts, traditional dress or anything short of full trousers are not considered formals.
- Girls are expected to dress in formal trouser suits, salwar suits or sarees. T-shirts, jeans, short tops, short skirts, or traditional/ethnic dress are not considered formals. Hair colouring is not permitted.

- There may be certain days in a week designated as non-formal days when the students are allowed to come in informal wear. However, clothes worn to college must always be within the boundaries of decency. Clothing must not be "revealing", distracting, or gang-related. Any staff member has the authority to refer the student to an administrator for inappropriate dressing. The relaxing of the rules is not to be viewed as the right to dilute the attitude of professionalism. These days should be viewed as a privilege and not as a right, and shall be at the discretion of the College administration.
- Students will be provided with a formal uniform that they will have to wear on days when they have to interact with special guests and invitees, on days when formal functions are organized and on other days specified by the College.

*Violation of the dress code will be treated as a misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

College Anthem:

The Rajagiri Anthem is played every day at 9.00 a.m. Students are required to give due respect to the anthem and follow the guidelines of behaviour given below during the anthem.

- All students must stand at attention when they hear the anthem.
- The stance shall be with closed fist and head held high, since an anthem is a matter of pride.
- Students should not move, make noise or engage in any form of verbal or non-verbal communication during the anthem.
- If a student is entering the College or is on the corridor when the anthem begins, he/she must stop where he/she is, till the anthem gets over.

*Disrespect to the college anthem will be treated as misconduct that would attract censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

Discipline:

- There are three breaks given to students on a typical working day. Students may visit the cafeteria/canteen or go outside the College building during these times. They are advised to keep noise levels very low if they stay within the building during these times. This is to ensure minimum disturbance to the office staff and faculty members.
- The premises of the College has been declared English Zone, which means that all verbal interactions of students taking place here must be in English. This is not in any way to demean the vernacular, but a conscious and concerted attempt to improve the communication skills of students in English.

- Students must take prior appointment to meet faculty members.
- No student is allowed to enter the rooms of the faculty members when they are not present unless written permission has been given by the respective faculty member.
- Faculty members close the classroom door as soon as they enter for their session. Late-comers will not be allowed into the classrooms till the session is over.
- Faculty members may give mid-session breaks if their sessions are of longer duration. Students are not supposed to go outside their classrooms during this time.
- The breaks between sessions are meant for change of faculty. Students are not to move outside their classrooms during this time.
- Birthday celebrations and felicitations on special occasions are not permitted in the classrooms. Students may make use of their breaks and celebrate such occasions outside the College building.
- Food or drink is not to be consumed in the classroom, library, offices, auditorium, conference halls or any areas being used for instruction unless authorized by the faculty member in charge.
- Students must refrain from profane or vulgar language /dress etc.
- Students are not to use electronic devices in the classroom, library, offices, auditorium, and conference halls or in areas being used for instruction during class time without the consent of the staff member in charge. Electronic devices include, but are not limited to: cell phones, pagers, music electronics (stereos, cd/mp3/radio/cassette players).

7. Netiquettes

Start into online sessions with a mind-set of cautious learning. Learn how to be on your best behavior in an online classroom with the following netiquette guidelines every online student needs to know.

General Etiquette

You are expected to attend all the online sessions scheduled by the respective teachers. If you are absent from the online class, you need to inform your Batch Faculty Coordinator as well as the teacher handling the session for the day. It is the duty of the student to inform them duly and no student shall take leave without informing the teachers.

Be on time- Punctuality is especially important for online Classes. Check your email regularly for details on the online session schedules.

Choose a good location- a clean and non-distracting background. If possible, set up a desk with materials ready and a neutral background. Use a small, quiet, preferably carpeted room. Large rooms and rooms with tile or hardwood floors can produce an echo. Turn off loud AC units or desk fans. Try to provide a clean, distraction-free background. Make sure you're comfortable with others seeing what is in your background. If you are using a laptop, make sure it is placed on a solid surface.

Lighting in the room - The light has to come against you, so use a soft light source placed in front of you. Avoid back and side lighting. (Windows/lights behind you can make it hard to see your face).

Wear proper attire - Make sure you are looking presentable and professional for each other. It is our expectation that students dress in a way that is modest, clean, and avoid any unnecessary distraction.

Be ready to take notes - While teachers may have different instructions in different subjects and scenarios, online meetings aim to condense the time that everyone is present together. So in many cases it will be beneficial for the students to be able to jot down a note on the instructions the teacher is giving or important information he or she is sharing with you.

Give your full, focused attention - Keep away from using another device or engage with someone or something else in your surroundings. Giving eye contact to the screen is a good way to show your instructor that you are attending, unless of course you are taking notes.

Be seated in a room, where you will be able to attend the class without any disturbances

Don't dominate the discussion - The students should adopt some strategy to make sure they are giving others a chance to discuss.

Sarcasm has been the source of plenty of misguided arguments online. As a rule of thumb, it's best to avoid sarcasm altogether in an online classroom. Be more careful with your words.

A certain level of formality is still expected in your communication with the Teachers. In addition to proper punctuation and spelling, it's good netiquette to use respectful greetings and signatures, full sentences etc,.

Be kind and professional. "Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom."

Think before you type - A good rule of thumb to follow is if you're comfortable standing up in front of a classroom and saying your message, then it's most likely okay to share.

Keep up with all assignments – Teachers often establish ground rules for file assignment submissions, like naming the files that help them keep things organized or acceptable file formats.

Comply with other instructions provided by the teachers from time to time

Tech specific etiquette

- Test your microphone and camera before the meeting begins. Technical issues are to be expected, but this will allow everyone to get underway sooner.
- Mute your microphone while the classes are going on and the camera must be on throughout the session. (The College has provided all the Students 'Data Scholarship' so that the students do not run out of the required data for the Day)

- Consider your actions on camera. Exaggerated yawning, stretching, or eating are not only distracting, but can come off as rude to the speaker and audience.
- Use a headset if possible. Test your mic before your meeting. Stay close to the mic, but don't lean in to it.
- If you experience issues with video connection, try rebooting your computer. Students having less bandwidth and internet may switch off the video under intimation to the concerned teacher.
- Encourage use of chat to give feedback/ask questions during presentations. post one word (or a short phrase or question) in chat to summarize what you got from the presentation (or ask follow-up questions)
- Don't abuse the chat box. The class chat box isn't an instant messenger like you'd use with friends. Be aware of strong language, all caps, and exclamation points. Read everything out loud before you send it. Written communication should be professional and reflect proper writing style.
- Use voting (yes/no, polls, reactions) about effectiveness of presentation or some other metric of success.

8. CAMPUS

Relationships

The College, as a policy, promotes healthy relationships among students based on mutual trust and respect built through good communication.

Any relationship would be deemed unhealthy under the following conditions:

- The academic performance of the concerned student is affected negatively,
- The student's relationship becomes exclusive (when other students are excluded),
- When limits of physical proximity are breached.
- If any activity in the course of such a relationship, affects the reputation of the institution.

*If an unhealthy relationship is brought to the notice of the Batch Coordinator, he/she shall first issue a warning to the concerned persons.

*For a student who has been warned, if anything relating to unhealthy relationships is repeated, the parents shall be called and informed about the case.

Property

- Students have to take responsibility for the upkeep of the classrooms, classroom furniture, classroom audio-visual equipment, electrical fittings and the corridors.
- Any breakage or damage to any property shall be intimated to the College office by the class representatives for repair and maintenance. They must note down the details in the Maintenance Register kept in the office. They must notify the Officer in charge of Classroom infrastructure - if the repair does not take place in time.

*Any breakage or damage to any property caused by a student will result in restitution (time, money, service) and/or disciplinary actions of more serious nature, depending on the gravity and circumstances of the offence.

- Students are financially responsible for all items issued to them by a staff member. Debts must be cleared before records can be released.

Mobile Phones and Internet

- According to Government and University regulations mobile phones are prohibited in College campuses.
- Using mobile phones in the silent mode is not an option.
- Possession of phones that have cameras will be viewed very seriously.

*If found violating these rules, punishment would be confiscation of the phone along with the SIM card for a month at the first instance. If the offence is repeated, the College authorities shall confiscate the phone without provision for return.

*In the case of phones with cameras, they shall be confiscated without provision for return at the first instance itself.

- The use of internet facility for purposes other than academic will be viewed seriously by the College and will result in disciplinary action.
- Students are not allowed to make any alteration/changes to the internet settings provided in the campus/hostels by the System Administrator. Violations will result in disciplinary action.

Cyber Crimes

Students are strictly warned that they are not supposed to engage in any activity leading to cyber-crimes. Violation would result in suspension or expulsion from college/campus.

Any act of commission or omission leading to cyber-crimes will be viewed very seriously and will be reported to the Police Commissioner/Cyber Cell.

Identity Cards

- Students are issued Identity Cards by the College. They are directed to wear these cards at all times inside the campus. Loss of this card must be intimated to the College office immediately. Students should surrender their ID cards after their course of study in the College. Replacement of lost identity cards can be done at the cost of Rs. 200/-.

*Students without identity cards will be liable to disciplinary probation (exclusion from specific services or participation in privileges / extracurricular activities as set forth in the notice of disciplinary probation for a specified period of time).

Ragging

- Any kind of ragging, intimidation or aggressive behaviour is forbidden.
- Students who have experienced any kind of ragging, intimidation or aggressive behaviour can immediately bring it to the notice of a faculty member of the College who would initiate appropriate action.

*Any violation of this rule shall constitute a criminal act and shall be dealt with under the provisions of Kerala Prohibition of Ragging Act 1998 which may result in criminal prosecution.

Other unacceptable acts

- Rajagiri promotes an environment friendly campus. Hence littering in the campus is prohibited. Students are expected to be responsible in preserving the campus. Use of disposable glasses and plates, especially plastic is prohibited.

  *Littering would attract a fine of Rs.100/-.
- Students are urged not to waste electricity or water and to switch off fans, lights or other audio-visual equipment in class before they leave.
- Students are strictly warned against the use of any sticking tape or gum for pasting any material on the walls or roof of the College building.
- Use of alcohol, tobacco or any intoxicating or addictive substance in campus is prohibited.
- Vehicular traffic is restricted in the campus. All students who use their own vehicles are required to register them with the College office and collect their vehicle passes. A nominal fee of Rs.20/- is to be paid to the College for this purpose. In case of loss or damage to the vehicle pass, it may be reissued by the office on payment of Rs.100/-.
- The speed limit for vehicles within the campus is restricted to 25 km/hr.
- Students found speeding or engaged in rash or negligent driving shall attract a fine of Rs. 500/- and/or a ban from bringing the vehicle to campus for a period of time that may be fixed by the disciplinary committee.

* In case of a violation by a registered vehicle, action shall be taken on the student in whose name the vehicle has been registered at the College office as well as the driver of the vehicle, in case he does not happen to be the registered owner.

AMIGO

Amigo, a place for students' get-together, is built in the campus in front of the Carmel Block. Amigo is a Spanish word which means 'Friends'. This place is meant for students' gatherings and celebrations like birthdays and special gatherings of students. Amigo can accommodate a maximum of 50 students at a time. Students can also use it for leisure activities, and they are permitted to use it only from 9.00 a.m. to 6.45 p.m. For student's gatherings and celebrations, the timing shall be from 9.00 a.m. to 5.00 p.m and that too only with prior permission from Fr. Shinto Joseph cmi, Asst.Director. Booking form is available at the Reception. Duly filled in form may be submitted at the Reception. For

special celebrations and gatherings, students have to book in advance to avoid any confusion.

Lift facility

Lift facility is available at the Carmel Block for students. Students are expected to use the lift judiciously and maintain discipline in using the lift service to avoid unexpected happenings.

9. STUDY TRIPS/FIELD VISITS

The students of all programmes in the College will follow the following guidelines with regard to study trips/field visits.

- The College allows the students to go for Study tour once during a programme and field visits in each semester.
- The maximum duration for a trip is fixed at three days which may include only one working day.
- The class representatives have to give the tour proposal to the Head of the Department (HoD) 30 days before the date of travel to be forwarded to the Principal for his approval. This proposal must include the itinerary of the trip, the number and names of students who want to undertake the trip, the budget and per head expenditure, and the names of faculty members who have expressed willingness to accompany them.
- The minimum percentage of participation in the trip has to be 90% of the strength of the class.
- The class representatives have to approach the faculty members to ascertain their willingness to accompany them.
- Faculty accompaniment is usually in the ratio of one faculty member for 60 students. A lady teacher to accompany the batch is a must.
- The students have to bear all the costs of the trip.
- The students shall also bear the cost of the accompanying faculty members and ensure that they are treated with necessary comfort.
- The class representative should submit to the HoD the final, complete and detailed itinerary of the trip well in advance.

*Any incident of student behaviour during the trip, that adversely affects the reputation of the institution will be viewed very seriously and shall be penalised with suspension for a minimum of three days or expulsion, as the case may be.

*The concerned student shall also not be allowed to be part of future trips of the class during his/her course of study in the College.

*Students found violating any of the rules of discipline shall attract sanctions from censure to suspension.

10. LIBRARY

Library Timings:

- Monday– Friday   -   8.00 am to 8.00 pm
- Saturdays   -   8.00 am to 5.00 pm
- Second Saturday   -   9.30 am to 4.30 pm
- Sunday & Holidays   -   9.30 am to 4.30 pm

Library Rules:

- Students should maintain silence in the Library.
- Students are not allowed to take any personal belongings into the library. They should be kept in the property counter.
- Library ID card is mandatory for entering the library. Users are requested to swipe their own ID cards for entry and exit through the Digital Access Gate.
- Use of Library ID cards belonging to others is not permitted.
- Use of mobile phones and cameras is not permitted inside the library.
- Students are requested to take special care to keep the library premises neat and clean.
- Smoking, eating, sleeping and disturbing others are also strictly prohibited.
- Borrow limit for students is 3 books and for Research Scholars 5 Books at a time.
- Books are issued for two weeks and they must be returned on or before the last date stamped on the date-slip of each document.
- Overnight issue is provided for certain reference and textbooks.
- An overdue charge will be levied at the rate of Rs.1/- per day for the next 14 days. Thereafter the fine will be doubled.
- Sending reminders to defaulters is not obligatory on the part of the Library.
- One time renewal is allowed, if there is no reservation for that particular book.
- Students are requested not to replace the books in the stacks. They are to leave them on the reading table.
- Issued books and personal books are not allowed inside the library.
- Any damage or loss of book detected at the time of return shall be compensated through replacement of the damaged or lost book.
- Reference books, Journals / Periodicals, Magazines/Newspapers, CD-ROM Databases, Student's Thesis, Dissertations and other Reference materials will not be issued.
- No Library material can be taken out of the Library without the permission of the Librarian.
- Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- Research carrels are only available for use during the regular open hours of the Library.
- Information Navigation Centre is to be used strictly for academic purposes
- Online Chatting is not allowed

11. COMPUTER CENTRE

At present there are three Computer Centers on the campus, functioning at the Main Block, Chavara Block and Carmel Block respectively.

- Students are expected to take utmost care of equipments in the computer centre.
- Students are required to deposit their footwear in the space provided for it outside the centre. The computer centre is a 'no footwear' zone.
- Students are not allowed to carry any personal belongings inside the computer centre other than pen and paper.
- Students are advised to follow procedures prescribed by the centre for logging on and logging off.
- Laptops are not permitted within the computer lab.
- When classes are going on in the lab, no other student is allowed in the lab.

*Students are strictly warned that they are not supposed to view, save or download objectionable or questionable material of any type. Violation would result in suspension or expulsion.

- Use of any electronic or digital device that may interfere with the functioning of the machinery or equipment in the computer centre is prohibited.
- Mobile phone is strictly prohibited within the centre.
- Students are advised to maintain the centre as virus free as possible. It is a routine procedure to get any removable media devices like pen drive or hard disc scanned for viruses by the centre staff before use in any machine.
- Maintain silence within the lab.
- Group discussions are not allowed in the lab.

* Any violation of the rules and regulations/negligence on the part of students/visitors shall result in penalties such as disciplinary probation (exclusion from specific services or participating in privileges / extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time).

Timings on ordinary days:

Carmel Block (Carmel Labs)

Weekdays	–	8.30 am to 5.00 pm
Saturdays	–	8.30 am to 5.00 pm

Main Block (CC LAB)

Weekdays	–	7.00 am to 8.00 pm
Saturdays	–	7.00 am to 5.00 pm
Sundays, Vacations and Other Holidays	–	9.00 am to 5.00 pm

Chavara Block (Chavara LAB)

Weekdays	–	9.00 am to 5.00 pm
Saturdays	–	9.00 am to 5.00 pm

Closed Holidays:

The Library and Computer Centre will remain closed on specific holidays, which will be communicated well in advance, through public notice.

12. HOSTEL AND MESS (CONDUCT & DISCIPLINE) RULES

Rajagiri College of Social Sciences provides hostel and mess facility for students who have joined the various courses. The hostel management intends to make this place a happy, convenient and congenial one, in terms of infrastructure, facilities and food. The co-operation of the students is expected for this. The management has made the following rules for the smooth functioning of the hostel. The student and parents should read all the points carefully before applying for admission to the hostel. In case of any doubt, clarify the same with the hostel warden. Those who do not agree to the rules have to find accommodation outside the campus. Ignorance of these rules will not be accepted and the hostel management is empowered to expel/ suspend those students who violate the rules.

The Wardens and Assistant Warden/s appointed by the College are competent to deal with all matters pertaining to discipline and conduct of the hostels, of which they have been appointed as Wardens.

Admission

- Hostel admission is not a matter of right of the student. A hosteller is merely permitted to temporarily stay in the hostel under the rules and regulations framed by the college from time to time. Hostel accommodation is intended to improve the academic performance of inmates by reducing the time for travel. Hence, all the hostellers are expected to perform fairly in academics. The hostel allotment shall be subject to the availability of space, other facilities and the rules contained in this document. Hostel accommodation at the time of admission to a Programme doesn't ensure its continuation in the subsequent years.
- Admission and allotment of rooms in the Hostel shall be made by the Hostel Management Committee consisting of the Principal, Hostel Warden, assistant warden/s and other members selected by the management from time to time. The decision of this committee shall be final.
- Re-Allotment: The student has to apply every year for re-allotment of hostel accommodation in the prescribed format. Re-allotment for hostel accommodation shall be based on their academic performance, student conduct in hostel & campus in the previous years and other conditions prescribed by the concerned authority from time to time.
- A student at the time of admission to the hostel shall remit the hostel rent, mess advance, caution deposit and other charges1for the academic year as prescribed by the management.

- Application for accommodation may be submitted as per instructions displayed on hostel notice board.
- Rooms will be allotted by the warden at the time of admission and no claims for specific rooms shall be entertained. If students interchange their room with another hosteller or shift into vacant rooms without permission, the hostel management committee will take strict action against such students.

Code of Conduct

- Hostellers are expected to be polite to the wardens and hostel authorities.
- Hostellers are expected to be cordial and friendly to one another.
- The general timetable of the hostel should be strictly observed by all hostellers.
- Hostellers are expected to leave for College in their complete uniform with the identity card properly displayed. The uniform shirt should be neatly tucked in and they are to wear only a black belt. They are to wear formal black shoes to College. They should maintain their hair neat and short.
- Hostellers are advised to bring the following articles in addition to their wearing apparel: Plate, glass, mattress (size 2), pillows, bath towels, toilet requirements etc Hostellers can bring valuables such as mobile phone, laptop, ornaments etc at their own risk. The hostel management will not be responsible for the loss of any valuable articles.
- Washing, drying and ironing facility will be provided. Extra charge will be collected according to the number/weight of clothes.
- Catholic students in the hostel are expected to attend the daily evening prayer and the holy mass without fail on Sundays and if possible on other days as well.
- The hostels will be closed during Onam and Christmas vacations and summer holidays. All the inmates should leave the hostel during these breaks.
- The hostellers shall keep their rooms, corridors, staircases and bathrooms spotlessly clean and tidy at all times. Hostellers violating this rule may be expelled from the hostel. Waste should be deposited in the dustbin only. Wet clothes should be dried in the place allotted for the same.
- Hostellers should use only their own rooms for private study, and should not roam around the hostel during the study hours. Combined study is permitted only in the common rooms and only till 9.30 p.m. Additional time, if required, for combined study is given only with the prior permission of the Warden.
- Hostellers will not be permitted to remain in the hostel during College hours. Except in case of illness and with the prior permission of the warden, hostellers should not stay back in the hostel without attending the classes. Violation of this rule will be considered a serious offence.
- Hostel staff: The hosteller shall treat the hostel staff with due courtesy at all times. Services of the hostel staff shall NOT be utilized for private or personal work.
- Inspection: The hostel rooms are subject to inspection by the College / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items

like liquor, drugs, lethal weapons etc., are kept in the rooms. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.

- Leaving the Hostel: When the hosteller leaves the hostel at the end of the Semester/ Academic Year he/ she must complete the hostel clearance procedure and should submit the same to the Hostel Administrator at the time of leaving.

Sick Leave:

- In case of serious illness or infectious diseases, the hostel authorities in consultation with parent/local guardian may shift the student to an appropriate place as per medical advice.
- Hostellers desiring to avail leave due to sickness or any other genuine reason should obtain the same from the Hostel Warden. A written application or letter/ fax/ mail from parents or local guardian must be submitted along with the leave application form to avail leave for more than a day.

Hostel Timings:

- All hostellers staying in the hostels must be in their respective rooms by 9.30 pm. However, hostellers using the library will be permitted to remain in the library during the working hours of the library.
- Attendance system in the hostel is marked through biometric punching system, and all the hostellers should mark attendance between 7.00am – 8.45 am in the morning and between 8.00pm – 8.30 pm in the evening .Attendance is compulsory failing which the hosteller shall be marked absent and disciplinary action will be taken against the defaulter.
- For girls: The hostel gates will be locked at 7.00 pm, and all the hostellers are expected to be in the hostel before 7.00 pm. The gate shall not be open thereafter without the hostel warden's permission.
- For Boys: No hosteller shall be permitted to stay out of the hostel after 8.30 PM unless it is with prior permission from the hostel warden.
- On holidays, the hosteller can visit their parents/ local guardians with prior written permission on the short leave form issued by the warden of the Hostels and on the day of return, shall report back to the campus by 8.30 pm.
- All hostellers have to inform and obtain prior permission from the Hostel Warden to go out of the station (beyond Ernakulum city limits). Moreover, hostellers have to submit consent letter/fax/e-mail from their parents/local guardians to the Hostel Warden for the same.
- Night-Out: Any hosteller requiring night-outs will have to enter in the corresponding movement registers kept with the hostel warden/his designate, before leaving the hostel. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable and will result in dismissal from the hostel.

- If the hostellers have to leave the hostel as part of any academic or extra-curricular activity, they have to inform the hostel authorities with the recommendation of the concerned faculty in the prescribed form. The details of the program also have to be submitted along with the leave application.
- Strict silence shall be observed in the hostel from 9.30 pm. to 6.00 am. Care shall be taken at all times to ensure that talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other hostellers in the hostel premises, will not be allowed.
- Recreational facilities will not be available after 9.30 pm. Hostellers who create nuisance or disturbance to others will not be permitted to continue in the hostel.
- Perfect silence should be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel has the civic responsibility not to be a cause of inconvenience, annoyance or disturbance to others.

Use of Mobile Phones

- Incoming /outgoing calls/listening to songs using mobile phones is strictly prohibited after 9.30 p.m.

Celebrations

- The hosteller shall take prior permission of the Warden for celebrating any festival / birthday. Such celebrations should be held only at a common place fixed for such purposes, for one to two hours, between 7.00 pm. and 8.30 pm. No kind of physical abuse is allowed in these parties and it should not create any kind of discomfort to other hostellers. Outside guests or interference of any kind will not be allowed.

Visitors

- Visitors shall be entertained only in the Visitor's Lobby between 5.00 pm. and 8.00 pm. on all working days and between 8.00 am and 8.00 pm on holidays. Guests should not, on any account, be taken to the hostel rooms. Female students are not permitted to visit the men's hostel for any reason whatsoever

Vehicle Usage

- Any hosteller who wishes to use his own vehicle in the campus/ hostel has to obtain prior permission from the hostel management committee. An application for the same has to be submitted along with the written request signed by the parent/ local guardian & student and photocopies of RC book, Insurance and driving license. Parking inside the hostel is allowed only for those vehicles that have parking pass by paying the parking fee.

Furniture and fittings of appliances

- Hostel rooms are equipped with furniture and fittings of appliances. A student occupying the room will sign for the receipt of items in the Register. He/ she will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms at the close of the academic year. In case of failure, the warden shall impose an appropriate fine as the cost of the appliances.

- The hosteller shall not bring any extra furniture or other fixtures into the room. On special request, the hostel management may allow those students who genuinely require such articles.

- All furniture and fixtures in the rooms allotted to the hosteller must be cared for properly. The hosteller will be required to pay double the original cost if any item is found damaged or missing from their room due to careless/ negligent handling. The hosteller will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or due to negligence or on account of misuse or unfair wear and tear.

- Interchange of Furniture/Fixture: A hosteller is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Warden, hostellers involved in such activities may be expelled from the hostel.

- Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all hostellers of the flank/wing involved. In case of theft/damage to items that pertain to use by the complete hostel, the recovery will be made from all the occupants of the hostel.

Electrical Appliances

- Prohibition of use of electrical appliances: Use of gadgets like heaters, air coolers, air conditioners, music system, television etc., is not permitted in Hostel rooms. If students are found using these gadgets the same will be confiscated forthwith and will not be returned

- The available electronic appliances in the hostel (including lights, fans and other electronic appliances permitted by the hostel management) shall be used only as and when necessary and shall be switched off when it is not in use. While leaving the room hostellers should ensure that all electronic appliances are switched off. In case of default on this account, the hostel warden may impose an appropriate fine.

- Damage to College Property: Residents must take proper care in using the hostel, the campus premises and other facilities and shall not disfigure, deface or cause damage to buildings or to any articles or fixtures therein. The double of the total replacement cost shall be borne individually and/or collectively by the hostellers. This amount shall be adjusted from the caution deposit. In addition, such acts shall also invite serious disciplinary action and punishment including expulsion of the student/s from the hostel/ College.

Mess:

- The hostel mess shall be managed by the Mess Advisory Committee in accordance with the Mess Rules and subject to the supervision of the Hostel Warden. It is compulsory for all hostellers to have all meals in the Dining Hall during all mess timings. Hostellers are not allowed to carry their meals into hostel rooms except in case of illness and which has to be intimated to the Warden.
- It shall be mandatory for all hostellers to pay the yearly mess fee in a lump sum at the time of admission to the hostel. Refund, if any, shall be permitted only in cases of premature discontinuation of hostels. The menu for the forthcoming year shall be published in advance and shall be made available to hostellers before remittance of the mess fee.
- Only the inmates of the hostel/ mess are permitted to dine in the mess. Any hosteller found inviting day scholars or non-hostellers to have food from the hostel mess shall face disciplinary action including expulsion from the hostels. Outside food is strictly forbidden in the Mess. Members are expected to inform their absence/dining out or a night out to the Hostel Administrator well in advance, to avoid wastage of food.
- A Mess Advisory Committee comprising the Warden, the Hostel Administrator, and the hostellers will be constituted. The Committee will decide the menu, check the quality of the food from time to time, maintain a record of such inspections and give feedback for improvement of the quality and other aspects of mess and dining.
- Students have to follow the canteen timings displayed in the canteen/hostel notice board.

Misconducts

- Any misleading or false statement or information in the application form shall render the admission terminated and on such termination, students shall not be entitled to stay and/or enter the hostel or part thereof.
- Students shall not indulge in any political or communal activity which is detrimental to law and order, religious beliefs of fellow hostellers or against the state. Hostellers who take part in such activities shall immediately be expelled from the College.
- Students shall take prior written permission from the warden before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
- If any hosteller holds or takes part in any unauthorised meetings , collect money for any purpose, or to circulate any notice or petition without the prior permission of the Hostel Warden.
- If any hosteller is found to be part of any form of gambling in the hostel premises, he/she shall be liable and for which disciplinary action can be initiated, including levy of fines/ penalties/ suspension or expulsion from the hostel.
- Smoking and consumption of alcoholic drinks and drugs injurious to health anywhere inside the hostel/ campus or entering the hostel/campus under the

influence of alcohol and use of drugs in any form is strictly prohibited. If anyone violates the rule, he/she shall be expelled from the hostel and suspend/ expelled from the College. Entering the hostel premises after consuming alcohol/drugs or after smoking will be treated a serious offence and such inmates shall be dismissed from the hostel/institution at any time without prior warning.

- Zero tolerance to Ragging: Ragging is strictly prohibited in the Hostel/ campus/ any other place of the Rajagiri College of Social Sciences. Anyone indulging in ragging or behaving in a perverse manner so as to cause physical/ mental torture to any student of RCSS shall be expelled from the hostel and suspended/ expelled from the College.
- If any hosteller keeps any object or article which is likely to cause damage or hurt to anyone by throwing the same intentionally outside through hostel windows, he shall be liable and for which disciplinary action can be initiated including suspension or expulsion from the hostel.

Disciplinary Action:

If any hosteller is found to be guilty of any of the offences mentioned in the rules, he shall be liable and for which disciplinary action can be initiated including levy of fines/ penalties/ suspension or expulsion from the hostel. In appropriate cases, the College reserves the right to suspend /expel such hostellers from the College. A Disciplinary Committee for the same has been constituted by the Principal.

- Any complaint against fellow-hostellers should be reported to warden for appropriate action.
- If the hostellers have any complaints regarding the hostel facilities, a written complaint has to be submitted to the Grievance Redressal Committee.
- Directions by Warden: The Warden/Assistant Warden/s may in their discretion issue directions to maintain the hostel discipline. Failure to comply with the directions would be considered a major offence, punishable with measures decided by the Warden/ Assistant Warden/s.
- Use of abusive and threatening language, physical fights, use of force to get unfair acts accomplished, etc. are punishable. Those students who take part in such activities shall be suspended or expelled from the College.
- Students expelled from the hostel for serious offences will be expelled from the College and vice-versa.
- Hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess staff is strictly forbidden. Serious action will be taken on any complaint received from staff/faculty against students.
- If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hosteller he will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individuals concerned.

- Giving false information or forging the signature of the hostel authorities is punishable offence and will be seriously dealt with.
- Violation of any of the hostel rules and regulations will be viewed seriously and will result in DISMISSAL from the hostel without any prior intimation. No excuses and arguments will be entertained.
- The hostel committee reserves the right to amend or revise the rules and regulations at any time as found necessary.

FINAL NOTE

These guidelines are meant to direct the students in the path of self-discipline and help them function independently as responsible members of society. The spirit of the Rajagiri approach is expected to be followed in areas that have not been specifically addressed. The following disciplinary actions have been enumerated in this report:

i. Fines.

ii. Censure (written reprimand that may include the possibility of more severe disciplinary sanctions for continued misconduct).

iii. Disciplinary Probation (exclusion from specific services or participation in privileges / extra-curricular College activities as set forth in the notice of disciplinary probation for a specified period of time).

iv. Restitution (time, money, service) if damages are involved.

v. Suspension (exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time).

vi. Expulsion (the conditions, if any, of eligibility for readmission shall be stated in the recommendation of the Staff Council/Disciplinary committee).

While disciplinary actions have been included, repeated offences will be addressed and handled by the College administration as they deem fit.

Note: All fines collected are deposited in the Student Welfare Fund which is operated by a Committee constituted by the Principal for the welfare of the students.

Academic Calendar

ACADEMIC CALENDAR FOR THE YEAR 2021-2022

Date	Day	Details
June 2021		
01-Jun-21	Tuesday	M.Lib.I.Sc 2020 Batch-ESE starts, MCA Batch 2020-ESE starts, MSC Batch 2020-ESE starts
02-Jun-21	Wednesday	B.Com Batch 2019-Semester 5 Starts, B.Com Batch 2020-Semester 3 Starts, BBA Batch 2019-Semester 5 Starts, BBA Batch 2020-Semester 3 Starts, MCA Batch 2019-Semester 5 Starts
03-Jun-21	Thursday	
04-Jun-21	Friday	
05-Jun-21	Saturday	Poster presentation competition for college students: Theme World Environmental Day
06-Jun-21	Sunday	
07-Jun-21	Monday	MCA Batch 2020-ESE MCA206, MSC Batch 2020-ESE CSDA207, B.Com Batch 2019-ACCA Exam
08-Jun-21	Tuesday	B.Com Batch 2019-ACCA Exam
09-Jun-21	Wednesday	M.Lib.I.Sc 2020 Batch-ESE ends, B.Com Batch 2019-ACCA Exam, MSC Batch 2020-ESE ends
10-Jun-21	Thursday	B.Com Batch 2019-ACCA Exam, MCA Batch 2020-ESE ends
11-Jun-21	Friday	B.Com Batch 2019-ACCA Exam
12-Jun-21	Saturday	
13-Jun-21	Sunday	
14-Jun-21	Monday	M.Lib.I.Sc 2020 Batch-Semester 3 Starts
15-Jun-21	Tuesday	MSW-Sem 3 begins, BSW Sem III & V Begins, Session "The View" –Talent Speaks (YI) by Commerce Dept.
16-Jun-21	Wednesday	MCA Batch 2020-Semester 3 Starts, MSC Batch 2020-Semester 3 Starts
17-Jun-21	Thursday	

18-Jun-21	Friday	Webinar on learning disability
19-Jun-21	Saturday	
20-Jun-21	Sunday	
21-Jun-21	Monday	World Yoga Day
22-Jun-21	Tuesday	M.Lib.I.Sc 2020 Batch & M.Lib.I.Sc 2021 Batch-Online Training Session, B.Com Batch 2019 & 2020-CA Foundation Exam, Election- Panel Selection (ACSR) by Commerce Dept.
23-Jun-21	Wednesday	B.Com Batch 2019 & 2020-CA Foundation Exam
24-Jun-21	Thursday	B.Com Batch 2019 & 2020-CA Foundation Exam
25-Jun-21	Friday	B.Com Batch 2019 & 2020-CA Foundation Exam
26-Jun-21	Saturday	B.Com Batch 2019 & 2020-CA Foundation Exam , Anti-Drugs day, BBA-3AI Business Analytics Mentoring
27-Jun-21	Sunday	CA Foundation Exam
28-Jun-21	Monday	B.Com Batch 2019 & 2020-CA Foundation Exam
29-Jun-21	Tuesday	B.Com Batch 2019 & 2020-CA Foundation Exam, B.Com-ACSR Club Inaugration
30-Jun-21	Wednesday	B.Com Batch 2019 & 2020-CA Foundation Exam
July 2021		
01-Jul-21	Thursday	
02-Jul-21	Friday	Expert lecture on Quantitative Research by Psychology Dept.
03-Jul-21	Saturday	St. Thomas Day
04-Jul-21	Sunday	
05-Jul-21	Monday	B.Com Batch 2019-CA Intermediate Group I & II Exam starts, MBA Batch 2020- SEM 2 - Pending Classes, MA (HRM) Batch 2020 -SEM 2 - Pending Classes, Session on Basics Of Stock Market (FINCORE) by Commerce Dept.
06-Jul-21	Tuesday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes, Talk- BSE Stock Market (ACSR) by Commerce Dept.
07-Jul-21	Wednesday	MBA Batch 2020-SEM 2 - Pending Classes,MA (HRM) Batch 2020-SEM 2 - Pending Classes
08-Jul-21	Thursday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes

09-Jul-21	Friday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes
10-Jul-21	Saturday	Second Saturday
11-Jul-21	Sunday	Sunday
12-Jul-21	Monday	B.Com Batch 2019-CA Intermediate Group I & II Exam ends, MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes, Quiz competition for college students. Theme: World Population - Trends and Impacts by Psychology Dept.
13-Jul-21	Tuesday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes
14-Jul-21	Wednesday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes
15-Jul-21	Thursday	MBA Batch 2020-SEM 2 - Pending Classes, MA (HRM) Batch 2020-SEM 2 - Pending Classes
16-Jul-21	Friday	MBA Batch 2020-Sem 3 starts, MA (HRM) Batch 2020-SEM 2 - Pending Classes, Session on Investemnt and Trading (FINCORE) by Commerce Dept.
17-Jul-21	Saturday	MA (HRM) Batch 2020-SEM 2 - Pending Classes
18-Jul-21	Sunday	Sunday
19-Jul-21	Monday	MA (HRM) Batch 2020-SEM 2 - Pending Classes, Orientation on REDC by Commerce Dept., Expert lecture by Psychology Dept.,
20-Jul-21	Tuesday	Session "Turnabout" (YI) by Commerce Dept.
21-Jul-21	Wednesday	Bakrid
22-Jul-21	Thursday	B.Com Batch 2020-CMA Foundation Exam , MBA Batch 2021 & MA (HRM) Batch 2021-PMP starts, MA (HRM) Batch 2020-SEM 2 - Pending Classes
23-Jul-21	Friday	B.Com Batch 2020-CMA Foundation Exam, MBA Batch 2021 & MA (HRM) Batch 2021-PMP, MA (HRM) Batch 2020-SEM 3 starts
24-Jul-21	Saturday	MBA batch 2021 & MA (HRM) Batch 2021-PMP, BBA Batch-3AI Business Analytics Mentoring
25-Jul-21	Sunday	Sunday
26-Jul-21	Monday	M.Lib.I.Sc Batch 2020 -CAE-1 starts, MBA Batch 2021 & MA (HRM) Batch 2021-PMP

27-Jul-21	Tuesday	MBA Batch 2021 & MA (HRM) Batch 2021-PMP, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 4 - VIVA, YI Activities by Commerce Dept.
28-Jul-21	Wednesday	B.Com Batch 2019 & B.Com Batch 2020-CAE 1 starts, BBA Batch 2019 & BBA Batch 2020-CAE 1 starts, MBA Batch 2021 & MA (HRM) Batch 2021-PMP
29-Jul-21	Thursday	MBA Batch 2021 & MA (HRM) Batch 2021-PMP ends
30-Jul-21	Friday	M.Lib.I.Sc Batch 2020-CAE-1 ends, B.Com Batch 2019 & B.Com Batch 2020-CAE 1 ends, BBA Batch 2019 & BBA Batch 2020-CAE 1 ends
31-Jul-21	Saturday	
August 2021		
01-Aug-21	Sunday	Sunday
02-Aug-21	Monday	MSW -CAE 1, BSW-CAE 1, B.Com Batch 2021 & BBA Batch 2021 - Sem 1 starts, MBA Batch 2021 & MA (HRM) Batch 2021- Deeksharambham/ Induction, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE, Workshop on Research report writing by Psychology Dept.
03-Aug-21	Tuesday	MBA Batch 2021 & MA (HRM) Batch 2021- Induction
04-Aug-21	Wednesday	MBA Batch 2021 & MA (HRM) Batch 2021- Sem 1 starts, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE
05-Aug-21	Thursday	MCA Batch 2020 & MSC Batch 2020-CAE 1 begins, BBA-ED+, Talent Meet
06-Aug-21	Friday	MCA Batch 2020 & MSC Batch 2020-CAE 1, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE, Session on Basics of trading by Commerce dept.,
07-Aug-21	Saturday	MCA Batch 2020 & MSC Batch 2020-CAE 1, BBA-ED+, Business Plan Competition
08-Aug-21	Sunday	Sunday
09-Aug-21	Monday	M.Lib.I.Sc Batch 2021-SEM 1 starts, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE, MSW & MBA-2nd Year Fee Date without Fine
10-Aug-21	Tuesday	MA(HRM)-2nd Year Fee Date without Fine, National Librarian's Day Celebrarion, YI Activities by Commerce Dept.
11-Aug-21	Wednesday	MCA Batch 2021 & MSC Batch 2021-Bridge Program Starts, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE

12-Aug-21	Thursday	International Youth Day, Short Film Competition for College Students. Theme: Youth Development by Psychology Dept.
13-Aug-21	Friday	MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE
14-Aug-21	Saturday	Second Saturday, BBA- 3AI Business Analytics Mentoring
15-Aug-21	Sunday	Independence Day/Sunday
16-Aug-21	Monday	MBA Batch 2020 & MA (HRM) Batch 2020-SEM 2 ESE, Expert lecture by Psychology Dept.
17-Aug-21	Tuesday	Onam Celebration/College closes for Onam holidays , YI Activities by Commerce Dept.
18-Aug-21	Wednesday	
19-Aug-21	Thursday	Muhram/Onam Holidays
20-Aug-21	Friday	Onam Holidays
21-Aug-21	Saturday	Onam Holidays
22-Aug-21	Sunday	Onam Holidays
23-Aug-21	Monday	Srinarayana Guru Jayanthi/Onam Holidays
24-Aug-21	Tuesday	Onam Holidays
25-Aug-21	Wednesday	MSW, MBA & MA(HRM)-2nd Year Fee Date with Fine
26-Aug-21	Thursday	Onam Holidays
27-Aug-21	Friday	Onam Holidays
28-Aug-21	Saturday	Onam Holidays
29-Aug-21	Sunday	Onam Holidays
30-Aug-21	Monday	Ayyankali Jayanthi/Onam Holidays
31-Aug-21	Tuesday	College Reopens, MCA Batch 2021 & MSC Batch 2021-Finale of Bridge ,Poster Designing Competition-International Humanitarian Day (ACSR) by Commerce Dept.
September 2021		
01-Sep-21	Wednesday	MCA Batch 2021 & MSC Batch 2021-SEM 1 starts
02-Sep-21	Thursday	Candle Stick Patterns (FINCORE) by Commerce Dept.

03-Sep-21	Friday	Gender Equity Program by Social Work & Psychology Dept., BBA-ED+, Webinar on Innovation,
04-Sep-21	Saturday	Teachers Day, YI Activities by Commerce Dept.
05-Sep-21	Sunday	Sunday
06-Sep-21	Monday	B.Com Batch 2019-ACCA Exam
07-Sep-21	Tuesday	B.Com Batch 2019-ACCA Exam
08-Sep-21	Wednesday	B.Com Batch 2019-ACCA Exam, Internatiional Literacy Day
09-Sep-21	Thursday	B.Com Batch 2019-ACCA Exam
10-Sep-21	Friday	B.Com Batch 2019-ACCA Exam, Webinar: Prevention of suicide- Role of family, friends by Psychology Dept.
11-Sep-21	Saturday	Second Saturday, BBA Batch 2019 & Batch 2020-CIMA OCS Exam
12-Sep-21	Sunday	Sunday, BBA Batch 2019 & Batch 2020-CIMA OCS Exam
13-Sep-21	Monday	BBA Batch 2019 & Batch 2020-CIMA OCS Exam, Expert lecture by Psychology Dept.
14-Sep-21	Tuesday	MSW & BSW-CAE 2 starts, MBA Batch 2021 & MA (HRM) Batch 2021-SEM 1 CAE 1 begins
15-Sep-21	Wednesday	B.Com Batch 2020-ACCA - SBL Classes Commences
16-Sep-21	Thursday	
17-Sep-21	Friday	
18-Sep-21	Saturday	BBA Batch 2019-CIMA MCS Exam
19-Sep-21	Sunday	Sunday, BBA Batch 2019-CIMA MCS Exam
20-Sep-21	Monday	M.Lib.I.Sc Batch 2020-CAE-2 starts, BBA Batch 2019-CIMA MCS Exam, MBA Batch 2021 & MA (HRM) Batch 2021-SEM 1 CAE 1 ends, BSC Psychology Batch 2021-Field visits
21-Sep-21	Tuesday	Sree Narayana Guru Samathi
22-Sep-21	Wednesday	MBA Batch 2020 & MA (HRM) Batch 2020-SEM 3 CAE 1 starts
23-Sep-21	Thursday	
24-Sep-21	Friday	Session on Continuos and Reversal Patterns (FINCORE) by Commerce Dept.
25-Sep-21	Saturday	M.Lib.I.Sc Batch 2020-CAE 2 ends

26-Sep-21	Sunday	BBA-21 3AI Business Analytics Mentoring
27-Sep-21	Monday	
28-Sep-21	Tuesday	B.Com Batch 2019 & B.Com Batch 2020-CAE 2 starts, BBA Batch 2019 & BBA Batch 2020-CAE 2 starts, B.Com Batch 2021 & BBA Batch 2021-CAE 1 starts, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 3 CAE 1 ends, FDP on "Outcome-Based Field Education in Social Work" by IQAC and Dept. of Social Work.
29-Sep-21	Wednesday	World Heart Day
30-Sep-21	Thursday	B.Com Batch 2019 & B.Com Batch 2020-CAE 2 ends, BBA Batch 2019 & BBA Batch 2020-CAE 2 ends, B.Com Batch 2021 & BBA Batch 2021-CAE 1 ends
October 2021		
01-Oct-21	Friday	VANAVASAM - MBA A BATCH, Webinar on Science of Dream Analysis by Psychology Dept.
02-Oct-21	Saturday	VANAVASAM - MBA A BATCH/Gandhi Jayanthi
03-Oct-21	Sunday	
04-Oct-21	Monday	M.Lib.I.Sc Batch 2021-CAE-1 starts, MCA Batch 2019-CAE 2 starts, BBA-ED+, Strategy Game
05-Oct-21	Tuesday	Programme on Safety and self-defence by Social Work Dept., Talk-Mutual Fund Investment Plans (ACSR) by Commerce Dept.
06-Oct-21	Wednesday	BBA Batch 2019-Industry Interaction
07-Oct-21	Thursday	MCA Batch 2019-CAEP
08-Oct-21	Friday	M.Lib.I.Sc Batch 2021-CAE 1 ends, MCA Batch 2019-CAEP
09-Oct-21	Saturday	Second Saturday
10-Oct-21	Sunday	World Mental Health Day
11-Oct-21	Monday	MCA Batch 2021 & MSC Batch 2021-CAE 1 starts
12-Oct-21	Tuesday	Old Age Home Visit (YI) by Commerce Dept.
13-Oct-21	Wednesday	MCA Batch 2021 & MSC Batch 2021-CAE I ends
14-Oct-21	Thursday	Pooja Holidays
15-Oct-21	Friday	Pooja Holidays

16-Oct-21	Saturday	Pooja Holidays, PEBL workshop for Psychology Teachers by Psychology Dept.
17-Oct-21	Sunday	
18-Oct-21	Monday	MCA Batch 2019-ESE starts, MCA Batch 2020 & MSC Batch 2020- CAE 2 starts
19-Oct-21	Tuesday	MSW & BSW-ESE starts, FDP on "Advanced Data Analysis using R" by IQAC and Dept. of Computer Science
20-Oct-21	Wednesday	M.Lib.I.Sc Batch 2020-ESE starts, B.Com Batch 2019 & B.Com Batch 2020-ESE starts, BBA Batch 2019 & BBA Batch 2020-ESE starts, MCA Batch 2020 & MSC Batch 2020- CAE 2 ends
21-Oct-21	Thursday	MCA Batch 2020 - CAEP
22-Oct-21	Friday	MCA Batch 2020 & MSC Batch 2020- CAEP, MBA Batch 2020 B -VANAVASAM
23-Oct-21	Saturday	MBA Batch 2020 B-VANAVASAM
24-Oct-21	Sunday	
25-Oct-21	Monday	BSC Psychology Batch 2019-SEM 6 starts
26-Oct-21	Tuesday	FDP on"Strategies for Enhancing the Mental Health of Teachers and Students" by IQAC and Dept. of Psychology
27-Oct-21	Wednesday	MCA Batch 2020 & MSC Batch 2020- ESE begins
28-Oct-21	Thursday	
29-Oct-21	Friday	MSW & BSW-ESE ends, M.Lib.I.Sc Batch 2020-ESE ends, MA (HRM) Batch 2020-VANAVASAM
30-Oct-21	Saturday	B.Com Batch 2019 & B.Com Batch 2020-ESE ends, BBA Batch 2019 & BBA Batch 2020-ESE ends, MA (HRM) Batch 2020-VANAVASAM
31-Oct-21	Sunday	
November 2021		
01-Nov-21	Monday	M.Lib.I.Sc Batch 2020-SEM 4 starts, B.Com Batch 2019-SEM 6 starts. B.Com Batch 2020-SEM 4 starts, BBA Batch 2019-SEM 6 starts, BBA Batch 2020-SEM 4 starts, B.Com Batch 2021 & BBA Batch 2021-CAE 2 starts, MBA Batch 2021 & MA (HRM) Batch 2021- SEM 1 CAE 2 begins
02-Nov-21	Tuesday	MCA Batch 2019-ESE ends

03-Nov-21	Wednesday	B.Com Batch 2021 & BBA 2021-CAE 2 ends, Orientation Programme on Rights & Duties by Social Work and Psychology Dept.
04-Nov-21	Thursday	Deepavali
05-Nov-21	Friday	MSW-SEM 4 begins, BBA-ED+, Interaction with Entrepreneur
06-Nov-21	Saturday	
07-Nov-21	Sunday	
08-Nov-21	Monday	MSC Batch 2020 -ESE ends, MBA (2021-23) & MA (HRM) (2021-23)- Sem 1 CAE - II ends
09-Nov-21	Tuesday	M.Lib.I.Sc Batch 2020 & M.Lib.I.Sc Batch 2021-Alumni Interaction, Training on Resume Preparation (ACSR) by Commerce Dept.
10-Nov-21	Wednesday	BBA Batch 2019-CIMA OCS Exam,
11-Nov-21	Thursday	BBA Batch 2019-CIMA OCS Exam, MCA Batch 2020-ESE ends, MBA Batch 2020 & Batch 2021-Diversity Day(A/N), MA(HRM) Batch 2021 & Batch 2021-Diversity Day(A/N)
12-Nov-21	Friday	BBA Batch 2019-CIMA OCS Exam
13-Nov-21	Saturday	Second Saturday/ RNBQ
14-Nov-21	Sunday	
15-Nov-21	Monday	MCA Batch 2020 & MSC Batch 2020-SEM 4 Starts
16-Nov-21	Tuesday	Training on Group Discussion (ACSR) by Commerce Dept.
17-Nov-21	Wednesday	Union Inaguration, BBA Batch 2019-CIMA MCS Exam
18-Nov-21	Thursday	BBA Batch 2019-CIMA MCS Exam, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 3 - CAE 2 begins
19-Nov-21	Friday	Expert Lecture by Psychology Dept.
20-Nov-21	Saturday	
21-Nov-21	Sunday	
22-Nov-21	Monday	M.Lib.I.Sc Batch 2021-CAE 2 begins, MCA Batch 2020-CAE 1 starts, MCA Batch 2021 & MSC Batch 2021-CAE 2 starts, BBA-ED+, Quality Circle
23-Nov-21	Tuesday	MCA Batch 2020 -CAE 1 ends,, LitMob by Social Work Dept., Debate (YI) by Commerce Dept.

24-Nov-21	Wednesday	MBA Batch 2021 & MA(HRM) Batch 2021-ESE Study Leave, MBA Batch 2020 & MA (HRM) Batch 2020-SEM 3 - CAE 2 ends
25-Nov-21	Thursday	MBA Batch 2021 & MA(HRM) Batch 2021-ESE Study Leave
26-Nov-21	Friday	M.Lib.I.Sc Batch 2021-CAE-2 ends, MCA Batch 2021 & MSC Batch 2021-CAE 2 ends, MBA Batch 2021 & MA(HRM) Batch 2021-SEM 1 ESE starts, SPLENDORE
27-Nov-21	Saturday	MCA Batch 2021 & MSC Batch 2021-CAEP, SPLENDORE
28-Nov-21	Sunday	
29-Nov-21	Monday	MCA Batch 2021 & MSC Batch 2021-CAEP
30-Nov-21	Tuesday	RIDLE
December 2021		
01-Dec-21	Wednesday	B.Com Batch 2021 & BBA Batch 2021-ESE begins
02-Dec-21	Thursday	
03-Dec-21	Friday	
04-Dec-21	Saturday	MCA Batch 2019-Meeting Guide at Campus
05-Dec-21	Sunday	
06-Dec-21	Monday	B.Com Batch 2019 & B.Com Batch 2020-ACCA Exam starts
07-Dec-21	Tuesday	Gyandeepthi Associated Programme by Library Science Dept.
08-Dec-21	Wednesday	B.Com Batch 2020-CMA Intermediate Group I Exam starts , MCA Batch 2021 & MSC Batch 2021-ESE starts
09-Dec-21	Thursday	B.Com Batch 2020-CA Intermediate Group I Exam
10-Dec-21	Friday	B.Com Batch 2021 & BBA Batch 2021-ESE ends, B.Com Batch 2019 & B.Com Batch 2020-ACCA Exam ends, B.Com Batch 2020-CMA Intermediate Group I Exam ends
11-Dec-21	Saturday	Second Saturday
12-Dec-21	Sunday	

13-Dec-21	Monday	M.Lib.I.Sc Batch 2020-CAE 1 starts, B.Com Batch 2021 & BBA Batch 2021-SEM 2 begins, MCA Batch 2019-First Draft Interim Report, MBA Batch 2020 & MA(HRM) Batch 2020-SEM 3-ESE starts
14-Dec-21	Tuesday	Christams Celebration
15-Dec-21	Wednesday	M.Lib.I.Sc Batch 2021-ESE starts, B.Com Batch 2020-CMA Intermediate Group I Exam ends, MBA Batch 2021 & MA(HRM) Batch 2021-SEM 1 ESE ends
16-Dec-21	Thursday	B.Com Batch 2019 & B.Com Batch 2020-CAE 1 starts, BBA Batch 2019 & BBA Batch 2020-CAE 1 starts, MBA Batch 2021 & MA(HRM) Batch 2021-Pre camp
17-Dec-21	Friday	MSW-CAE 1 starts, M.Lib.I.Sc Batch 2020-CAE 1 starts, MCA Batch 2020-CAE 2 starts, MBA Batch 2021 & MA(HRM) Batch 2021-Rural Camp
18-Dec-21	Saturday	B.Com Batch 2019 & B.Com Batch 2020-CAE 1 ends, BBA Batch 2019 & BBA Batch 2020-CAE 1 ends, MCA Batch 2020-CAE 2 ends, MBA Batch 2021 & MA(HRM) Batch 2021-Rural Camp, Social Senzitization Programme by Library Science Dept.
19-Dec-21	Sunday	
20-Dec-21	Monday	B.Com Batch 2019-CA Intermediate Group I & II Exam starts, BBA-ED+, Training on Skill and Team Building, MBA Batch 2021 & MA(HRM) Batch 2021-Rural Camp
21-Dec-21	Tuesday	MBA Batch 2021 & MA(HRM) Batch 2021-Rural Camp, Arts Day
22-Dec-21	Wednesday	MBA Batch 2021 & MA(HRM) Batch 2021-Rural Camp, MBA Batch 2020 & MA(HRM) Batch 2020-SEM 3-ESE ends
23-Dec-21	Thursday	MSW-CAE 1 ends, MCA Batch 2020-Initial Presentation on Internship, MCA Batch 2021 & MSC Batch 2021-ESE ends, MBA Batch 2021 & MA(HRM) Batch 2021-Camp Evaluation/ College Closes for Xmas
24-Dec-21	Friday	M.Lib.I.Sc Batch 2021-ESE ends, B.Com Batch 2019-CA Intermediate Group I & II Exam ends, MCA Batch 2020-Initial presentation on Internship
25-Dec-21	Saturday	Christmas Holiday
26-Dec-21	Sunday	Christmas Holiday
27-Dec-21	Monday	Christmas Holiday, FDP on "Research Formulation, Analysis and Dissemination" by IQAC and Dept. of Commerce.

28-Dec-21	Tuesday	Christmas Holiday, MSC Psychology Batch 2020-Clinical Internship starts
29-Dec-21	Wednesday	Christmas Holiday
30-Dec-21	Thursday	Christmas Holiday
31-Dec-21	Friday	Christmas Holiday
January 2022		
01-Jan-22	Saturday	Christmas Holiday
02-Jan-22	Sunday	Christmas Holiday/Mannam Jayanthi
03-Jan-22	Monday	M.Lib.I.Sc Batch 2021-SEM 2 starts, MCA Batch 2020-Internship Starts, MCA Batch 2021-SEM 2 Starts
04-Jan-22	Tuesday	MBA Batch 2021 & MA(HRM) Batch 2021- SEM 2 begins, MBA Batch 2020 & MA(HRM) Batch 2020-SEM 4 begins
05-Jan-22	Wednesday	
06-Jan-22	Thursday	MCA Batch 2019- Interim Presentation
07-Jan-22	Friday	MCA Batch 2019- Interim Presentation, MBA & MA(HRM)- **Inflore**
08-Jan-22	Saturday	Second Saturday MBA & MA(HRM)-CRAYONS/ Inflore
09-Jan-22	Sunday	
10-Jan-22	Monday	
11-Jan-22	Tuesday	
12-Jan-22	Wednesday	Sports Day
13-Jan-22	Thursday	
14-Jan-22	Friday	MSC Batch 2020-Interim Presentation, MA (HRM) Batch 2021-VANAVASAM
15-Jan-22	Saturday	MSC Batch 2020-Interim Presentation, Workshop on CBT for Phobic Conditions: BSC Final Year students by Psychology Dept., MA (HRM) Batch 2021-VANAVASAM
16-Jan-22	Sunday	
17-Jan-22	Monday	
18-Jan-22	Tuesday	M.Lib.I.Sc Batch 2020 & M.Lib.I.Sc Batch 2021-Industrial Visit
19-Jan-22	Wednesday	
20-Jan-22	Thursday	

21-Jan-22	Friday	
22-Jan-22	Saturday	
23-Jan-22	Sunday	
24-Jan-22	Monday	
25-Jan-22	Tuesday	
26-Jan-22	Wednesday	Republic Day / OYSTER DAY
27-Jan-22	Thursday	B.Com Batch 2021 & BBA Batch 2021-CAE 1 starts
28-Jan-22	Friday	MBA Batch 2020 & 2021 and MA(HRM) Batch 2020 & 2021-THE PLAN Competition(A/N)
29-Jan-22	Saturday	B.Com Batch 2021 & BBA Batch 2021-CAE 1 ends
30-Jan-22	Sunday	
31-Jan-22	Monday	M.Lib.I.Sc Batch 2020-CAE 2 starts
February 2021		
01-Feb-22	Tuesday	
02-Feb-22	Wednesday	MSC Psychology Batch 2020-Clinical Internship ends, MBA Batch 2020 & MA(HRM) Batch 2020-SEM 4 CAE 1 begins
03-Feb-22	Thursday	B.Com Batch 2019 & B.Com Batch 2020-CAE 2 starts, BBA Batch 2019 & BBA Batch 2020-CAE 2 starts, MBA Batch 2021 & MA(HRM) Batch 2021- SEM 2 CAE 1 begins, RBL
04-Feb-22	Friday	M.Lib.I.Sc Batch 2020-CAE-2 ends, RBL
05-Feb-22	Saturday	B.Com Batch 2019 & B.Com Batch 2020-CAE 2 ends, BBA Batch 2019 & BBA Batch 2020-CAE 2 ends, RBL
06-Feb-22	Sunday	
07-Feb-22	Monday	BBA-ED+, Industry Review
08-Feb-22	Tuesday	MBA Batch 2020 & MA(HRM) Batch 2020-SEM 4 CAE 1 ends, FDP on "Mentoring in Higher Education" by IQAC and Dept. of Social Work
09-Feb-22	Wednesday	MBA Batch 2021 & MA(HRM) Batch 2021-SEM 2 CAE 1 ends, Union Valedictory, Price Action Analysis (FINCORE) by Commerce Dept.

10-Feb-22	Thursday	
11-Feb-22	Friday	Research Paper presentation Competition for UG Psychology students
12-Feb-22	Saturday	Second Saturday/ LANTERNS
13-Feb-22	Sunday	
14-Feb-22	Monday	MSW-CAE 2 Starts, M.Lib.I.Sc Batch 2021-CAE 1 starts, MCA Batch 2021-CAE 1 Starts
15-Feb-22	Tuesday	MBA & MA(HRM)-Felicitation day
16-Feb-22	Wednesday	Awarness of Code of Conduct Programme by Psychology Dept.
17-Feb-22	Thursday	
18-Feb-22	Friday	MSW-CAE Ends, M.Lib.I.Sc Batch 2021-CAE 1 ends, MCA Batch 2021-CAE 1 ends, MBA Batch A 2021-VANAVASAM
19-Feb-22	Saturday	MCA Batch 2020-Submission of Interim Report, MSC Batch 2020-Demo to Guide, MBA Batch A 2021 A Batch-VANAVASAM
20-Feb-22	Sunday	
21-Feb-22	Monday	
22-Feb-22	Tuesday	
23-Feb-22	Wednesday	
24-Feb-22	Thursday	
25-Feb-22	Friday	MCA Batch 2020- Interim Presentation, MBA Batch B 2021-VANAVASAM
26-Feb-22	Saturday	MCA Batch 2020- Interim Presentation, MBA Batch B 2021-VANAVASAM
27-Feb-22	Sunday	
28-Feb-22	Monday	
March 2021		
01-Mar-22	Tuesday	Maha Shivaratri
02-Mar-22	Wednesday	
03-Mar-22	Thursday	B.Com Batch 2021 & BBA Batch 2021-CAE 2 starts
04-Mar-22	Friday	

05-Mar-22	Saturday	B.Com Batch 2021 & BBA Batch 2021-CAE 2 ends, MSC Batch 2020-Submission of Project report to Guide
06-Mar-22	Sunday	
07-Mar-22	Monday	MBA Batch 2021 & MA(HRM) Batch 2021-SEM 2 CAE 2 begins
08-Mar-22	Tuesday	MBA Batch 2020 & MA(HRM) Batch 2020-SEM 4 CAE 2 begins, International Womens Day
09-Mar-22	Wednesday	
10-Mar-22	Thursday	
11-Mar-22	Friday	MCA Batch 2020-Submission of Internship report to the Guide, MSC Batch 2020-Submission of Project report to Coordinator
12-Mar-22	Saturday	Second Saturday
13-Mar-22	Sunday	
14-Mar-22	Monday	M.Lib.I.Sc Batch 2020-ESE starts, MBA Batch 2021 & MA(HRM) Batch 2021-SEM 2 CAE 2 ends, MSW-Study Leave starts
15-Mar-22	Tuesday	MBA Batch 2020 & MA(HRM) Batch 2020-SEM 4 CAE 2 ends
16-Mar-22	Wednesday	
17-Mar-22	Thursday	MCA Batch 2020-Internship Ends
18-Mar-22	Friday	
19-Mar-22	Saturday	MCA Batch 2019-First Draft Final Report, MCA Batch 2020-Submission of Internship report to the Coordinator
20-Mar-22	Sunday	
21-Mar-22	Monday	MSW- ESE Starts, B.Com Batch 2019 & B.Com Batch 2020-ESE starts, BBA Batch 2019 & BBA Batch 2020-ESE starts
22-Mar-22	Tuesday	
23-Mar-22	Wednesday	M.Lib.I.Sc Batch 2020-ESE ends, MCA Batch 2020-ESE starts
24-Mar-22	Thursday	
25-Mar-22	Friday	B.Com Batch 2021 & BBA Batch 2021-ESE starts, MCA Batch 2019 & MSC Batch 2020-Viva

26-Mar-22	Saturday	MCA Batch 2019 & MSC Batch 2020-Viva
27-Mar-22	Sunday	
28-Mar-22	Monday	M.Lib.I.Sc Batch 2021-CAE 2 starts, MCA Batch 2021-CAE 2 begins
29-Mar-22	Tuesday	
30-Mar-22	Wednesday	MSW-ESE ends, MCA Batch 2020-ESE ends, MBA Batch 2020 & MA(HRM) Batch 2020- ESE Study Leave
31-Mar-22	Thursday	B.Com Batch 2019 & B.Com Batch 2020-ESE ends, BBA Batch 2019 & BBA Batch 2020-ESE starts
April 2021		
01-Apr-22	Friday	M.Lib.I.Sc Batch 2021-CAE 2 ends, MCA Batch 2021-CAE 2 ends
02-Apr-22	Saturday	MBA Batch 2020 & MA(HRM) Batch 2020-ESE begins
03-Apr-22	Sunday	
04-Apr-22	Monday	MCA Batch 2021-CAEP
05-Apr-22	Tuesday	B.Com Batch 2021 & BBA Batch 2021-ESE ends, MCA Batch 2021-CAEP, MBA Batch 2021 & MA(HRM) Batch 2021-ESE Study Leave
06-Apr-22	Wednesday	
07-Apr-22	Thursday	
08-Apr-22	Friday	MBA Batch 2021 & MA(HRM) Batch 2021-ESE begins
09-Apr-22	Saturday	Second Saturday
10-Apr-22	Sunday	
11-Apr-22	Monday	
12-Apr-22	Tuesday	
13-Apr-22	Wednesday	
14-Apr-22	Thursday	Maundy Thursday/ Ambedkar Jayanti
15-Apr-22	Friday	Good Friday/ Vishu
16-Apr-22	Saturday	
17-Apr-22	Sunday	Easter
18-Apr-22	Monday	M.Lib.I.Sc Batch 2021-ESE starts, MCA Batch 2021-ESE starts

19-Apr-22	Tuesday	
20-Apr-22	Wednesday	
21-Apr-22	Thursday	
22-Apr-22	Friday	
23-Apr-22	Saturday	
24-Apr-22	Sunday	
25-Apr-22	Monday	
26-Apr-22	Tuesday	
27-Apr-22	Wednesday	M.Lib.I.Sc Batch 2021-ESE ends
28-Apr-22	Thursday	
29-Apr-22	Friday	
30-Apr-22	Saturday	MBA Batch 2021 & MA(HRM) Batch 2021-ESE ends, MBA Batch 2020 & MA(HRM) Batch 2020-ESE ends
May 2021		
01-May-22	Sunday	MBA Batch 2021 & MA(HRM) Batch 2021-May & June: Summer Internship, MBA Batch 2020 & MA(HRM) Batch 2020-May & June : Project
02-May-22	Monday	
03-May-22	Tuesday	MCA Batch 2021-ESE ends
04-May-22	Wednesday	
05-May-22	Thursday	

RCSS

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